Chapter 6

Required Annual Reports
And Statistical Sources

Required Annual Reports

A. **Annual Report for Indiana Public Libraries (includes Annual PLAC Statistics Report, Statement of Compliance with Public Library Standards, Statement of Intent to Comply with Standards and the Supplement. The Application for State Funds is a separate form. (ISL)**

1. All forms are mailed to libraries without Internet access in December and posted to the Library Development Office web site. The Application for State Funds is mailed to all libraries.

   The Annual Report is completed through the Internet by libraries with Internet access.

   The Application for State Funds is still paper only.

2. All forms are due to the Library Development Office or to be completed on the Internet by February 1.

3. Data collected may vary slightly from year to year, but usually includes:

   a. library name, address, telephone, fax, TDD, hours open daily, world wide web address, library's and director's e-mail addresses
   b. public library service areas (city/town, township(s), county)
   c. library district's assessed valuation(s) and tax rate(s)
   d. census population (most recent decennial census), # of registered borrowers (both resident and nonresident), ILL and circulation
   e. operating income and expenditure by type
   f. selected holdings of physical units
   g. selected library services
   h. type and speed of Internet access and number of computers
   i. number of staff by type and hours worked
   j. salary information by designation of employee
   k. benefit information

   Application for State Funds (type of funds may vary from one year to the next)

   This has been incorporated into the signature page of the "Annual Report for Indiana Public Libraries", which must be returned via regular mail with original signatures.

Annual PLAC Statistics Report

This report asks for the number of loans your library makes to people from other library districts. The library must keep statistics all year on the patrons who have PLAC cards. You will need to ask them for the name of their home library. If your library is a net lender, it will receive payment for the net loans.

You must carefully review the number of loans reported, as this could result in a large check for your library, and an error might cause the loss of a large sum of money.

Statement of Compliance with Standards

A public library must meet all standards or receive a waiver for non certification issues each year in order to receive any state or federal funding.

This would include any State Technology Fund money, State Public Library Distribution, InfoExpress service discount, LSTA funds and payments or grants for Internet lines, and other services.

Statement of Intent to Comply with Standards

If any answer in the Statement of Compliance with Standards is "no", it must be explained on the annual report form, along with a statement as to how the library intends to change it to comply with standards.

If a library does not adequately explain its intent or does not explain a "no" answer, it will be found out of compliance with standards.

Annual Report Supplement

This report is revised annually and is intended to elicit information for the use of the Indiana State Library and Indiana librarians and other interested parties.

Some questions are asked periodically, others may be asked only once

B. **Fiscal and Narrative Reports for Grants Awarded (LSTA and other) (ISL)**

Reports will vary as to the extent of information required; check grant manual to know exactly what needs to be included and when it is due. A brief quarterly evaluation and a final evaluation are required for each project.
http://www.in.gov/library/lsta.htm

C. **PLAC Quarterly Reports (ISL)**

Due the 25th of month after end of quarter (due January 25, April 25, July 25, October 25 each year, sent to Indiana State Library, Administrative Division). This report is to be filed, regardless of whether any PLAC cards are sold. A check for the PLAC cards sold must accompany this form and the check must equal the number of cards sold. PLAC cards are the financial responsibility of the library to which they are issued (they are numbered).   The report form is on the Internet, at http://www.in.gov/library/3309.htm

D. **Report of Names and Compensation of Officers and Employees** (SBoA)
(Form 100R) To be filed with the State Board of Accounts (SBoA), 302 West Washington Street, Fourth Floor, Room E418, Indianapolis, IN 46204-2765 <u>on or before January 31</u> http://www.in.gov/sboa/2416.htm

The State Board of Accounts recommends using the library's address, *not* each staff member's home address. These are public records and are often requested by the general public.

E. **Withholding Statements for Employees** (W-2) (Federal)
<u>The statement must be completed and given to each employee by January 31.</u>
http://www.irs.gov/

F. **Annual Report to Indiana Department of Revenue**
Information on state and county income tax withholdings is <u>due in January.</u>
http://www.in.gov/dor/index.htm

G. **Annual Report to Internal Revenue Service** (W-3) (Federal)
Information on social security withholdings and federal income tax withholdings is <u>due in January</u>. http://www.irs.gov/

H. **Outstanding Indebtedness Report**

[IC 5-1-18-10} Requires that each political subdivision report any outstanding bonds or leases to the Department, due on <u>or before March 1</u>.
http://www.in.gov/dlgf/4699.htm

I. **Library Annual Financial Report** (Form Number LAR-1)
The LAR-1 is <u>due by March 31</u>. http://www.in.gov/sboa/3302.htm

This report, of all the library's funds in a calendar year, is made available to the Census Bureau after the State Board of Accounts (SBoA) receives it. The SBoA uses it as the basis for the library audit. SBoA has a person on staff who can answer questions about it, at 317-232-2521.

J. **Bi-annual report to the county treasurer certifying names and addresses of every library employee for the county where the employee works**
[IC 6-1.1-22-14] <u>Due twice a year – by June 1 and December 1</u> (No official form, home address is required). A governmental entity that has an employee who works in more than one (1) county shall certify the information for the employee to the county where the employee has the employee's principal office.

K. **Post Bond Sale/Post Lease Execution**

[IC 5-1-18-7 and 5-1-18-8] Require that political subdivisions entering into bonds and leases during a calendar year report these obligations to the Department on or before December 31. http://www.in.gov/dlgf/4699.htm

<u>Selected Statistical Sources</u>

American Library Association/Public Library Association.
Public Library Data Service Statistical Report
This is a voluntary report, with over 800 libraries from the United States and Canada**.**
http://www.ala.org/ala/mgrps/divs/pla/plapublications/pldsstatreport/index.cfm

***Bowker Annual*. New York: R.R. Bowker & Co.**
http://infotoday.stores.yahoo.net/bowanlibandb3.html

Developing National Library Network Statistics and Performance Measures and other library statistics
http://www.ii.fsu.edu/~jbertot/#research
http://www.ii.fsu.edu/projects/tag/measures/

<u>Hennen's American Public Library Rating Index</u> (HAPLR Index), author Thomas S. Hennen utilizes U.S. Federal-State Cooperative Service (FSCS) and Public Library Service Cooperative (PLSC) data.
http://www.haplr-index.com

Indiana University/Indiana Business Research Center
Stats Indiana
http://www.stats.indiana.edu/

<u>Institute of Museum and Library Services -</u> (Public library and State library agency data) This is data for all public libraries in the United States (1992-2007). (This is also the source for data used by Hennen for his HAPLR ratings)
http://harvester.census.gov/imls/index.asp

Library Journal **Index of Public Library Service 2009 – America's Star Libraries**

Ray Lyons & Keith Curry Lance -- *Library Journal, 2/15/2009*
http://www.libraryjournal.com/article/CA6629180.html

<u>National Center for Education Statistics – Library Statistics Program</u> (Academic library and school library media center data)

http://www.NCES.ed.gov/surveys/libraries/

<u>The POLIS Center/SAVI</u>
Data for central Indiana (SAVI)
http://www.savi.org/

Statistics of Indiana Public Libraries
Data from 1994 through 2008
http://www.in.gov/library/plstats.htm

U.S. Census Bureau – American FactFinder
http://factfinder.census.gov/home/saff/main.html?_lang=en

Statistics Usage

Baird, Brian J. *Library collection assessment through statistical sampling.*
Lanham, Md., Scarecrow Press, 2004

Bertot, John Carlo. *Statistics and performance measures for public library networked services.* Chicago, IL., American Library Association, 2001.

 "Public Library Use of Statistics: A Survey Report" by Yan Quan Liu and Douglas Zweizig, *Public Libraries*, March/April 2000, 98-105.

 "Rethinking Library Statistics in a Changing Environment" by Richard W. Boss, http://www.ala.org/ala/pla/plapubs/technotes/rethinkinglibrary.cfm 2006.

Smith, Mark. *Collecting and Using Public Library Statistics: A How-to-Do-It Manual for Librarians.* New York: Neal-Schuman Publishers, 1996.

White, Andrew C. and Eric Dijra Kamal. *E-metrics for library and information professional: how to use data for managing and evaluating electronic resource collections*. New York: Neal-Schuman Publishers, c2006

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Annual Report Instructions

General instructions/definitions

2008

Please call the Library Development Office with any questions at 317-232-3697 or 1-800-451-6028 or email ldo@library.in.gov or ehuffman@library.in.gov.

All information in the annual report is a matter of public record and much of it is published on the World Wide Web.

Give most current information for:

Respondent identification,

Hours of operation,

Assessed valuation and tax rate, and

Hourly salary for salary section (dollars and cents required).

All other information should be for report year.

If the exact data are not known for any item, please estimate data. Estimates are very important. Enter "0" if the correct entry for an item is zero or "none". Enter "N/A" if you know a particular data item is not "0" but you don't know what it is and are unable to estimate it.

Enter all dollar amounts as whole dollars, no cents. Round up to the next dollar for 51 cents or more, round down for 50 cents or less.

Library Code – unique, 4-digit number assigned to your library system by the Library Development Office, Indiana State Library

Public Library (Institute of Museum and Library Services (IMLS), Federal State Cooperative System (FSCS) definition) - A public library is established under state enabling laws or regulations to serve a community, district, or region, and provide at least the following:

an organized collection of printed or other library materials, or combination thereof;

paid staff;

an established schedule in which services of the staff are available to the public;

the facilities necessary to support such a collection, staff, and schedule; and

Supported in whole or in part with public funds.

PLEASE READ INSTRUCTIONS and DEFINITIONS, AS SOME HAVE CHANGED, OTHERS HAVE BEEN CLARIFIED.

Part 1 - General Information

Respondent Identification

Provide the most current information available.

Report Mail address ONLY if different from Street Address.

Please contact the Library Development Office with updates for this information throughout the year, as this information is used to update both the print and on-line directories.

Administrative Entity – This is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction/library district. The administrative entity may have a single outlet, or it may have more than one outlet .

A. Library Code – The four digit code which the Indiana State Library has assigned your library

B. Library Director – The name of the current or interim director.

C. Library Name – This is the legal name of the administrative entity.

D. Street Address – This is the complete street address of the administrative entity (or branch, for a branch/outlet record).

E. City – This is the city in which the administrative entity (or branch, for a branch/outlet record) is located.

G. Zip + 4 - This is the standard five-digit postal ZIP code and four digit postal ZIP code extension for the street address of administrative entity (or branch, for a branch/outlet record).

H. Mailing Address – This is the mailing address of the administrative entity (or branch, for a branch/outlet record).

I. Mailing City – This is the city or town of the mailing address for the administrative entity (or branch, for a branch/outlet record) is located.

K. Mailing Zip + 4 - This is the standard five-digit postal ZIP and four digit postal ZIP code extension for the mailing address of administrative entity (or branch, for a branch/outlet record).

O. Dial-in Access Number – Telephone number which patrons must use to dial in to your library catalog, if that service is offered.

P. Congressional District #– Number of the United States House of Representative District in which the library district headquarters is located. Indiana currently has 9 districts.

Q. Public Library E-mail Address – This address is published in the public library directory, both print and on-line.

R. World Wide Web Address - This is the Web address of the administrative entity.

S. Time and Day of the Month of Regular Library Board Meetings – For example, 7:00 pm, 3rd Wednesday.

U. Person Preparing the Report – The name of the person to whom questions about the report should be directed.

Main Library – Central Building/Library

Outlet –Central library, bookmobile or branch library. An outlet is a unit of an administrative entity that provides direct public library service.

(1a) Central Building/Library - A single outlet library, or the library building which is the operation center of a multiple outlet library. Usually all processing is centralized here and principal collections are housed here. It is synonymous with main library.

(1b) Date of most recent addition or alteration to current central building. – This refers to a structural change to the building.

(2) Square Footage – Report the total area, in square feet, of the central library. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the central library, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the central library has use of that area.

(3) Construction Project – Information is collected on new building projects or remodeling of your current building(s). **ADD** Project is considered completed when library has received the "Certificate of Substantial Completion" (AIA Document G704). Library Development Office uses this information for the annual Library Journal construction information issue. Remodeling is defined as structural change to the building, not renovation by carpeting, painting or other cosmetic work.

(5a - n) Daily Schedule for Central Library Only - Please record hours open for the Central Library only. Record the hours open during the winter in a typical week.

(5x) Public Service Hours Per Year – This is the sum of annual public service hours for outlets (library systems with only one building and those with multiple bookmobiles and/or branches).

(5) Total Winter Weekly Hours – For the central library only.

(6) Total Evenings Open after 5:00 p.m. Each Week – Indiana Public Library Standards require evening hours.

Under 15,000 population – 1 evening per week (any hours open after 5:00 p.m.)

15,000 – 30,000 population – 2 evenings per week (any hours open after 5:00 p.m.)

30,000 + population – 3 evenings per week (any hours open after 5:00 p.m.)

(7) How many Sundays were you open last year – Please list the number of Sundays you were open in the previous year.

Branch Information

DO <u>NOT</u> ENTER ANY INFORMATION IF YOUR SYSTEM DOES NOT HAVE A BRANCH!

(AA) Do you have a branch? – If yes, please enter branch information, it is required. If no, please enter 0 in 8aa.

Branch Libraries - Auxiliary units with separate quarters, a permanent, organized collection of library materials, a permanent paid staff, and a regular schedule for opening to the public. Do not report as a branch any facility, separate from another branch or the central library, which does not meet all 4 of the preceding criteria.

A. Branch Name – Please use the official name of the branch.

B. Street Address – This is the complete street address of the branch.

C. City – This is the city in which the branch is physically located.'

D. State

E. Zip + 4 - This is the standard five-digit postal ZIP code and four digit postal ZIP code extension for the street address of branch.

F. Mail Address – List only if different from the street address. This is the mailing address (if different from the street address) of the branch. Include city and zip +4.

G. Square Footage – Report the area, in square feet, of the branch. Report the total area in square feet for each branch separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.

H . Year Built – List the year the building housing the branch was completed. If unknown, use N/A.

I. Year of Addition or Alteration – List the year of completion of addition or alteration to the building. If unknown, use N/A.

L. Total Hours Open Per Week- Please list the current weekly hours open.

M . Internet Access - Report the branch as providing Internet access only if one or more of the following services are accessible: World Wide Web (WWW), telnet, gopher, file transfer protocol (ftp), or community network. Do not answer "YES" if the branch has access to electronic mail only. Report type of Internet access. List only the bandwidth available (that is, if you have a T1 but it's turned down to a 128, list 128, etc.)

 (8aa) Total Number of Branches

Bookmobile Information

DO NOT ENTER ANY INFORMATION IF YOUR LIBRARY DOES NOT HAVE A BOOKMOBILE!

(BB) Do you have a bookmobile? If yes, please enter bookmobile information, it is required. If no please enter 0 in 9aa.

Bookmobiles - A bookmobile is a traveling branch library consisting of a truck or van that carries an organized collection of library materials, paid staff, and regularly scheduled hours for being open to the public. Vehicles used are counted, not the number of stops the vehicle makes.

B. Street Address – This is the complete street address of the Bookmobile storage location. This will often be the administrative entity address.

C. City – This is the city in which the bookmobile is housed. This will often be the administrative entity address.

E. Zip + 4 - This is the standard five-digit postal ZIP code and four digit postal ZIP code extension for the street address of the bookmobile storage location. This will often be the administrative entity address.

F. Mailing Address – List only if different from the street address. This is the mailing address (if different from the street address) of the administrative entity (or bookmobile storage location). Include city and zip +4.

G./H. Phone and Fax – Report only if specific to the bookmobile. Leave blank if the same as the administrative entity.

I. Total Hours Open per Week - Please list the weekly hours the bookmobile is in service to the public.

J. Internet Access - Report the bookmobile as providing Internet access only if one or more of the following services are accessible: World Wide Web (WWW), telnet, gopher, file transfer protocol (ftp), or community network. Do not answer "YES" if the bookmobile has access to electronic mail only. Report type of Internet access. List only the bandwidth available (that is, if you have a T1 but it's turned down to a 128, list 128, etc.)

(9aa) Total Number of Bookmobiles

Part 2 – Registrations

(10) Total Number of Resident Registered Borrowers - Report the number of people who have applied for and received borrowing privileges from your library and live in the library district, including areas contracting for library service, as either (a) individual, (b) family/household or (c) college students who live elsewhere when college is not in session. Exclude non-residents who pay for library privileges, PLAC cardholders, Reciprocal Borrowers and Student Borrowers.

(11) Total Number of Non-Resident Registered Borrowers - Record the number of registered borrowers who do not live in your library district or areas contracting for library service. These are people who have applied for and received borrowing privileges from the reporting library, but who do not pay property taxes for library service in any library district. Report each non-resident registered borrower in non-resident registered borrower as either (a) individual or (b) family/household. (c) Total Number of Non-Resident Cards Issued includes free, reduced price or full price cards issued to non-residents. IC 36-12-2-25(b) states that libraries may issue card to Indiana residents who are not residents of the library district. IC 36-12-2-25(c) states the basis for setting a fee for a non-resident card. IC 36-12-2-25(d) allows public libraries to issue reduced fee or free cards to an Indiana resident who is enrolled in a public school corporation located at least in part of the library district and who is not a resident of the library district.

(12) PLAC (Public Library Access Card) – individual statewide library card which allows a person to borrow library materials from any public library in Indiana. Books and non-book materials are eligible for loan through the PLAC program, and a library may determine what types of material it may lend. Books that normally circulate are required to be available for loan. A person who holds a valid public library card (resident or non-resident) may obtain a PLAC card. The annual fee is based on forty percent (40%) of the current average operating fund expenditure per borrower by all eligible public libraries as reported annually to the State Library in the State Library's annual "Statistics of Indiana Libraries", either in print or on the website: http://www.in.gov/library/2669.htm

(12) Total Number of PLAC Borrowers - PLAC borrowers is the number of people who use a PLAC card, not the number of loans.

(13) Total Number of Reciprocal Borrowers - Reciprocal Borrowers is the number of people, not the number of loans. These loans may be made on the basis of local or statewide reciprocal borrowing agreements, but not including loans made on PLAC cards.

(14) Total Number of Student Borrowers - Student borrowers is the number of public school students given free or reduced fee cards, because they live in an unserved area but are in a school district, many of whose students live in your library's taxing district.

(15a & b) Non-Resident (Registration Card) Fee – Non-resident fee as of July 1 for the report year (or more current date, if available). **State law mandates** that the library board set the **individual fee** at $25 or the operating expenditure per capita of the library for the previous year, whichever is higher. The library board may set a family card fee. The Indiana State Library suggests that the family card fee be set at 2 ½ times the cost of an individual fee. **Operating Expenditures Per Capita** – Relates total library funds spent for specific purposes to the number of persons the library serves. This fee is required by Indiana State Law. It includes the dollar amount spent on staff, materials, and miscellaneous expenses divided by the library's legal service area population. This figure approximates the average cost per person of running the library. Operating Expenditures Per Capita may be relevant whenever the efficiency of the library's overall operation is an issue. The cost-effectiveness of operations may be demonstrated by relating Operating Expenditures Per Capita to those output measures which best reflect the range of most frequently used services and programs the library provides to its users. It is also important to review this measure if the library's legal service area changes dramatically.

(15c) Date Library Board adopted this fee – The date the board adopted the non-resident fee listed in this report.

(16a) Most Recent Year Patron File was Weeded – Year patron file was reviewed and records deleted due to non-use or other criteria.

(16b) On what time table is Patron File Weeded - Annual, every two years, every three years, other

Part 3 – Public Libraries and Political Subdivisions Served

Library District – The political subdivision/unit taxed by an individual public library for library service.

(17b & 18b) Assessed Valuation (AV) - Enter the TOTAL assessed valuation upon which the library tax received in the report year was based. Show this for the TOTAL library district taxed to pay for services - not contract area. Your County Auditor can provide this information. If your library district is located in more than one county, provide information for both counties.

(17c & 18c) Operating Tax Rate - The library tax rate for local property tax approved one year for collection in the following year. Report the tax rate approved for the report year (generally approved by DLGF the previous year), if available. If your library district is located in more than one county, provide tax rate for both counties. This rate is reported as 4 digits to the right of the decimal point (i.e. .0101)

(17d & 18d) BIRF/Lease Rental Tax Rate - Bond and Interest Redemption or Lease Rental Tax Rate approved for collection in the report year (generally approved by DLGF the previous year). Your County Auditor can provide this information. If your library district is located in more than one county, provide tax rate for both counties. This rate is reported as 4 digits to the right of the decimal point (i.e. .0101)

LCPF – Library Capital Projects Fund. A separate fund for which library districts can levy a tax, to provide for capital projects.

(17e & 18e) LCPF Tax Rate - Library Capital Projects Fund Tax Rate approved for collection in the report year (approved the previous year). If your library district is located in more than one county, provide tax rate for both counties. This rate is reported as 4 digits to the right of the decimal point (i.e. .0101)

(19) Total Population without contract - The number of people in the political subdivisions/units in your library district who are taxed for library service. Types 1, 2, 3, 4, 9, 11 and 12 are taxed (served) populations and are added together for the library district population. The Library Development Office determines the population based on the most current decennial census. The population is changed between censuses only upon merger with additional political subdivision(s)/unit(s). This number is automatically computed.

(19a) Total Population with Contracts - The number of people in the political subdivisions/units which contract for library service from your library district. Types 5, 6, 7, 8, and 10 are not taxed (served) and the population does not count in the library district population, since they are served by contracts, which may be renewed or cancelled on an annual basis. The Library Development Office determines the population based on the most current decennial census. The population is changed between censuses only upon merger with additional political subdivision(s)/unit(s). This number is automatically computed.

(20a) Political Subdivision/Unit Name: Enter the name of the town, township, or county served.

(20b) Type of Political Subdivision/Unit: Report the type of library service area (area taxed by your library to provide library service).
1. Town/City. Library tax boundaries are the **same** as town or city boundaries.
2. County-Partial. A county library tax district which covers part of the county in which it is located; the remainder of the county is served by another library district.
3. County-Total. A county library district which includes the **entire county** in which it is located.
4. Township Merged. Library tax district includes a former town/city district and one or more townships which have merged into a single town-township library district.
9. Township Validated. Same as Type 4 above, with the exception that the township has been taxed and served traditionally throughout the history of the library but no formal merger was adopted or recorded prior to conversion to the Public Library Law of

1947 as a town-township library.

11. Endowed. Library was established through and received operating funds from a bequest or endowment; all endowed libraries except the Tyson Library Association Inc., Versailles, also receive some tax revenues.

12. County Contractual. A library tax district formed under Public Library Law IC 36-12-6 that provides library service in conjunction with a previously existing library district.

(20c) Population of Political Subdivision – Report the number of people in each political subdivision in your library district, whether taxed or not.

(20d) Type of Political Unit (Contracting Units 5, 6, 7, 8, 10 Only) Report the type of library service area (area contracting for library service).

5. Township, Partial, Served by Contract. Part of a township is served by a contract with a nearby library district. Township funds to pay contracts may come from the township general fund or other unspecified revenues. Please explain what part of the township is served. Be specific.

6. Township Served by Contract. An entire township is served by a contractual agreement with a nearby library district. The source of funds is unspecified.

7. Township Taxed to Pay Contract. Township levies a specific tax rate upon township property to pay for service received under contract from a nearby library district.

8. Township, Partial, Taxed to Pay Contract. Same as Type 5 above, with the exception that revenues are raised by the township through a direct library tax. Please explain what part of the township is served. Be specific.

10. Town Served by Contract. Town served through contractual agreement by a nearby library district.

(20e) Population 2000 Census (Units served by contract in 20d Only) Report the number of people in each political subdivision contracting for library.

Part 4 – Library Operating Fund Income

- Report only income receipted to the operating fund, except where specified. If funds are receipted to a gift fund(s) or other non-operating fund, do NOT report here.
- Enter all dollar amounts as whole dollars, no cents. Round up to the next dollar for 51 cents or more, round down for 50 cents or less.
- **County Contractual Libraries** – Combine and report all income from host and contractual library.
- **Gifts -** Gifts and donations may be receipted to a separate gift fund(s). Do not report any separate gift fund monies in the operating fund.
- Report income actually **received** in the report year or in January of the next year.

- If the exact data are not known for any item, please estimate data. Estimates are very important.
- Enter "0" if the correct entry for an item is zero or "none." Please enter "N/A" (Not Available) if you know a particular data item is not "0", but you don't know what it is and are unable to estimate it.
- Do not include ANY funds transferred to operating income from another account due to not receiving anticipated tax money or borrowed from a lending institution for the same reason. Only NEW money is reported.

Local Government Operating Fund Income

(28) Local Government Operating Fund Income - This includes all tax and non-tax receipts designated by the community, district, or region for the library operating fund and available for expenditure by the public library. Do NOT include the value of any contributed or in-kind services or the value of any gifts and donations, fines, or fees not receipted to the operating fund. Report only actual funds received, not anticipated. Report all income, but report income in only one category.

(28a) Property Tax or CEDIT Operating Fund Income - Includes all tax receipts reported on Department of Local Government Finance (DLGF) Budget Order, usually in Fund 0101(General) and designated by the community, district, or region and available for operating fund expenditure by the public library. Include report year monies received in January of the next year. Report Excess Levy here.

(28b) CAGIT (County Adjusted Gross Income Tax) Property Tax Replacement Credits (PTRC) -. Libraries located in counties that have adopted CAGIT report the allocation actually received in the report year as PTRC. The allocation is usually distributed in May and November. There should be income figures for both CAGIT PTRC and CAGIT Certified Shares if the county in which the library is located has adopted CAGIT.

(28c) CAGIT Certified Shares - Libraries located in counties that have adopted the County Adjusted Gross Income Tax report the allocation actually received in the report year as Certified Shares, usually distributed in May and December. There should be income figures for both CAGIT PTRC and CAGIT Certified Shares if the library's county has adopted CAGIT.

(28d) CAGIT Special Fund - Libraries located in counties that have adopted the County Adjusted Gross Income Tax report the allocation actually received in the report year as Special Fund.

(28e) County Option Income Tax (COIT) - Libraries located in counties that have adopted COIT report the total amount actually received in the report year. It is distributed monthly.

(28f) Contractual Revenue Received for Service - Report income received in the report year through a contract for service from a town, or township, from other libraries, or from other contracts for service.

(28total) Total Local Operating Fund Income - Includes all tax and non-tax receipts designated by the community, district, or region and available for operating fund expenditure by the public library. Includes Property Tax Income from the Library Tax Rate, County Adjusted Gross Income Tax (CAGIT) PTRC, Certified Shares and Special Fund, County Option Income Tax (COIT) and contractual revenue received from township trustee or other governmental unit official for library service.

State Government Operating Fund Income

(29) State Government Operating Fund Income - All funds distributed to public libraries by State government for the library operating fund for expenditure by the public libraries. Do not report federal income received from the state here. Report all income, but report income in only one category. Sometimes a tax distribution due in December is not actually received by the library until January of the following year. If you receive a tax distribution in January for the report year, report the tax distribution as part of the income for the report year. Report only actual funds received, not anticipated.

(29a) Financial Institutions Tax (FIT) State Government Operating Fund Income - Report the total actual income received in the report year from the State Financial Institutions Tax. This will be listed on the DLGF Budget Program Estimates of Miscellaneous Revenue.

(29b) License Excise Tax State Government Operating Fund Income - Report the total actual state income received in the report year from the (Motor Vehicles) (Auto/Aircraft) License Excise Tax added to the Commercial Vehicle Income Tax (CVET) for a total of the two taxes. This will be listed on the DLGF Budget Program Estimates of Miscellaneous Revenue. AND **Commercial Vehicle Income Tax (CVET) State Government Operating Fund Income** - Formerly a property tax, now a state excise tax on any vehicle which requires a commercial vehicle driver's license. Add the amount received in the report year to License Excise Tax for a total of the two taxes. This will be listed on the DLGF Budget Program Estimates of Miscellaneous Revenue.

(29c) Other State Government Operating Fund Income - Report any other funds not previously reported as received from the State including Intergovernment Wagering Tax and Build Indiana Fund. List source. DO NOT report any funds collected from PLAC cards sold. DO report State Technology Grant Fund grant monies here.

(29d) Source(s) (of Other State Government Operating Fund Income) – List source(s) of all money received from the State Government not elsewhere reported.

(29total) Total State Government Operating Fund Income – Includes Financial Institutions Tax, License Excise Tax, Commercial Vehicle Excise Tax and other state income.

Federal Government Operating Fund Income

(30) Federal Government Operating Fund Income - This includes all federal government funds distributed to public libraries for the library operating fund for expenditure by the public libraries including federal money distributed by the State. Report all income, but report income in only one category. REPORT INCOME REIMBURSED, NOT AMOUNT OF GRANT.

(30a) LSTA Grants Federal Operating Fund Income - Report all LSTA grants placed in and expended from operating funds in the report year. REPORT AMOUNT RECEIVED (REIMBURSED), not amount of grant. Although LSTA Grants should go through the library's operating fund, some libraries receipt LSTA grants to a non-operating fund (LIRF, Gift, etc.). If your library's LSTA grants were receipted to a non-operating fund, please name the fund and report the amount.

(30b) Non-Operating Fund (Federal Government Grants) – Report here the name of the fund if an LSTA grant is not receipted to the operating fund but in this fund.

(30c) Amount of LSTA grant placed in Non-Operating Fund – Report here the amount of LSTA grant received (reimbursed) if receipted to a non-operating fund. This amount is not added into Total Federal Government Operating Income.

(30d) Other Federal Grants Operating Fund Income- Report all money received from the Federal Government except LSTA funds. List source.

(30e) Source(s) (of Other Federal Operating Fund Income) – List source(s) of all money received from the Federal Government, including SLD/e-rate refund (as from AT&T or GTE). DO NOT list LSTA funds here.

(30total) Total Federal Operating Fund Income – Sum of LSTA grants and other federal grants operating fund income.

Other Operating Fund Income

(31) Other Operating Fund Income - This includes all operating fund income not reported in Local, State, or Federal Government Operating Fund Income. Do **not** report Technology Grants here. Do not include any contributed services or the value or any non-monetary gifts and donations. Report all income, but report income in only one category.

(31a) Fines and Fees Operating Fund Income – Report all fines and fees including: computer copies, fax, nonresident fees, lost/damaged materials, photocopy fees and anything else that applies.

(31b) Interest on Investments Operating Fund Income - Report any **operating** income generated from interest on investments.

(31c) Gift Receipt(s) Operating Fund Income – Report only gift funds receipted to the operating fund and appropriated for expenditure from the operating fund. Gifts are NOT required to be receipted to the operating fund; they may be placed in a separate gift fund. Do NOT include the value of donations of books and other library materials and equipment. Do NOT report any separate gift fund monies in the operating fund.

(31d) Private Foundation Grants Operating Fund Income - Report only private foundation grant money receipted to the **operating** fund and appropriated for expenditure from the operating fund. Private foundation grants are NOT required to be receipted to the operating fund; they may be placed in a separate fund.

(31dd) Library Foundation Grants Operating Fund Income – Income received from the library's foundation for deposit in the operating fund.

(31e) Miscellaneous Operating Fund Income - List source. Include checking account interest, any operating fund refund, and PLAC reimbursement check from the State of Indiana here. DO NOT report State Technology Fund E-rate Grants here. DO NOT include any contributed services or the value or any non-monetary gifts and donations.

(31f) Source(s) (of Miscellaneous Operating Fund Income) – List the source of Miscellaneous Operating Fund Income which does not fit into any other listed category. Include PLAC reimbursement check from the State of Indiana.

(31total) Total Other Operating Fund Income – Includes fines and fees, interest on investments, gift receipts, private foundation grants, Public Library Access Card (PLAC) and other miscellaneous operating fund income listed on Budget Form 2**.**

(32) Total Operating Fund Income – Sum of Local Government Operating Fund Income, State Government Operating Fund Income, Federal Government Operating Income and Other Operating Fund Income.

Part 5 – Operating Fund Expenditure Data

- Enter all dollar amounts as whole dollars, no cents. Round up to the next dollar for 51 cents or more, round down for 50 cents or less.
- Report actual expenditures, no encumbered funds.
- **County Contractual Libraries** – Combine and report all income from host and contractual library.

- Report all expenditures, but report expenditures in only one category. Report actual expenditures, no encumbered funds.
- Report Technology Grant expenditures in categories in which they were expended.
- Report estimates if necessary or "N/A" if unable to estimate. Report "0" if no expenditure made from a particular category.
- Rainy Day Funds is a separate fund to which libraries can transfer monies not currently needed for operating expenses. Do NOT include Rainy Day Funds as an expenditure.
- **Operating Fund Expenditures -** The current and recurrent costs necessary to the provision of library service, such as personnel, library materials, binding, supplies, repair or replacement of existing furnishings and equipment, and costs incurred in the operating and maintenance of the physical facility.

Personal Services Operating Fund Expenditures

(33) Personal Services Expenditures - Personal service is the direct labor of persons in the employment of the library and all related employee benefits. Total expenditures for all salaries/wages for all library staff before deductions and including employee benefits.

(33a) Salaries/Wages for All Staff Operating Fund Expenditure - Category 1 from Operating Budget Form 1. Actual expenditures only, no encumbered funds. Include salaries and wages before deductions but exclude employee benefits.

(33b) Employee Benefits Operating Fund Expenditure – Category 1 from Operating Budget Form 1. Actual expenditures only, no encumbered funds. Benefits provided for employees in addition to salaries and wages paid from the library budget, regardless of whether the benefits are available to all employees. Included are amounts spent for direct benefits including Social Security, retirement, medical insurance, life insurance, disability, tuition reimbursement, unemployment compensation, and workmen's compensation. All employees should have Social Security listed as a benefit, with the amount paid by the library listed in this section.

(33c) Other Personal Services Operating Fund Expenditures – Category 1 from Operating Budget Form 1. - Include fees paid for special counsel, legal service, surveys, expert and other services rendered of which the employment is temporary or on a part-time basis and social security, federal taxes, state taxes, and county taxes are withheld. DO NOT report contracts here. Contracts where **NO** Social Security, Medicare, and federal and state withholding taxes are withheld are reported in Category 3, Professional Services or Category 4, Repairs and Maintenance.

(33total IN) Total Personal Services Operating Fund Expenditures– Sum of Salaries/Wages for ALL Library Staff, Employee Benefits and Other Personal Services.

(**33xtotal FSCS)** Sum of Salaries/Wages for Library Staff and Employee Benefits (33a and 33b).

Total Supplies Operating Fund Expenditures

(34) Total Supplies Operating Fund Expenditures - Category 2 from Operating Budget Form 1. Supplies include commodities which, after use, are either entirely consumed or show a definite impairment of their physical condition and rapid depreciation after use for a short period of time. Include cost of printing of stationery, forms and other office supplies. Report cost of all office, operating, repair and maintenance supplies and other supplies.

Other Services and Charges Operating Fund Expenditures

(35) Other Services and Charges Operating Fund Expenditures – Category 3 from Operating Budget Form 1. Includes costs for services performed for the library under written or implied contract, by other than employees of the library. Also included are expenditures for utilities, insurance, licenses, rents, tax assessments, and dues to organizations. Includes the amount spent on the repair, maintenance, restoration, or protection of library materials, including but not limited to binding and rebinding, material conversion, deacidification, lamination, and restoration, transfer to LIRF.

(35a) Professional Services Operating Fund Expenditure)– Category 3 from Operating Budget Form 1**.** Include consulting, engineering, architectural, legal and other professional services.

(35b) Communications and Transportation Operating Fund Expenditures - Category 3 from Operating Budget Form 1. Include telephone, telegraph, postage, traveling, professional meetings, freight and express.

(35c) Printing and Advertising – Category 3 from Operating Budget Form 1**.** Include advertising and publication of notices and printing (other than office supplies, stationery, forms and other office supplies).

(35d) Insurance – Category 3 from Operating Budget Form 1**.** Include official bonds and other insurance, such as policies covering injury or loss of property.

(35e) Utility Services - Category 3 from Operating Budget Form 1**.** Include gas, electricity, water, sewage and waste disposal services. Coal, fuel, oil and bottled gas used for heating should be charged to Category 2, Operating Supplies.

(35f) Repairs and Maintenance - Category 3 from Operating Budget Form 1**.** All expenditures of a contractual nature for repairs of buildings, structures and equipment. If repair is performed by regular employees of the library, labor should be charged to Category 1, Personal Services. Repair parts and materials should be charged to Category 2, Repair and Maintenance Supplies.

(35g) Rentals - Category 3 from Operating Budget Form 1**.** All expenditures for the use of properties not owned by the library, such as temporary office rooms, store rooms, post office box, safety deposit box, equipment, etc..

(35h) Debt Service (Operating Fund Expenditure) – Category 3 from Operating Budget Form 1 (operating expenditures only). Include expenditure for the reduction of the library's general obligation bonds (principal) and interest only if paid out of operating fund.

(35i) Lease Rental Operating Fund Expenditure – Category 3 from Operating Budget Form 1. Expenditures for the reduction of the principal of the bonds for the lease rental fund and the interest on such funds, only if paid out of operating fund.

(35j) Other (subcategory of Other Services and Charges Operating Expenditures) – Category 3 of Operating Budget Form 1. Include dues for state and national associations of a civic, educational, professional or governmental nature that have as their purpose the betterment and improvement of library operations, interest on temporary loans, taxes and assessments for streets, sidewalks, sewers and similar improvement, and all other services not included in other classifications..

(35total) Total Other Services and Charges (**Operating Fund Expenditures)** - Category 3 from Operating Budget Form 1. Includes Professional Services, Communication and Transportation, Printing and Advertising, Insurance, Utility Services, Repairs and Maintenance, Rentals, Debt Services, Lease/Rental, and Other.

Capital Outlays Operating Fund Expenditures

- Does not have to balance with Capital Fund Revenues

(36) Capital Outlays Operating Fund Expenditures - Category 4 from Operating Budget Form 1. Capital outlay is usually a long-term expense. Includes expenditures from the library's operating fund for improvements and replacement costs for existing furniture or equipment. Also includes all material expenditures for all formats, print and non-print, and may include electronic formats and access. It may include architectural and/or consultant fees, new buildings, additions, and major equipment purchases.

(36a) Land Operating Fund Expenditure – Category 4 from Operating Budget Form 1. All land owned by the library.

(36b) Buildings Operating Fund Expenditure– Category 4 from Operating Budget Form 1. All permanent buildings owned by the library.

(36c) Improvements other than Buildings Operating Fund Expenditure– Category 4 from Operating Budget Form 1. All other improvements to land owned by the library.

(36d) Furniture and Equipment Operating Fund Expenditure – Category 4 from Operating Budget Form 1. . Consists of machinery, implements, tools, furniture, motor vehicles, typewriters, calculators, microfilm readers, photocopy machines, projectors, computers, televisions, and other equipment which may be used repeatedly without material impairment of its physical condition and which has a calculable period of service.

(36e) Books Operating Fund Expenditure – Category 4 from Operating Budget Form 1. Include book lease(s).

(36f) Periodicals and Newspapers – Print subscriptions to magazines, journals, and newspapers.

(36g) Non-printed Materials, Microforms & AV, NOT Electronic Operating Fund Expenditure – Category 4 from Operating Budget Form 1. Include movies on DVD, VHS, records, cassettes, music cds, Books on tape or CD, microform materials. Do NOT include expenditures for computer games, software or database licensing. Do not include library system software and microcomputer software used only by staff **(even if they are included in this line of your Budget Form 1).**

(36h) Electronic Format Operating Fund Expenditure – Category 4 from Operating Budget Form 1, "Non-printed Materials, Microforms & Audio-Visuals", **if you can separate out these costs (otherwise report them in Non-printed Materials, Microforms & AV)..** Included are all operating expenditures for electronic format materials considered part of the collection, whether purchased or leased, such as programs or databases on CD-ROMs, computer games or software for patron use **(or for checkout),** database license, magnetic tapes, and magnetic discs that are designed to be processed by a computer or similar machine. Included are operating expenditures for equipment when the cost is inseparably bundled into the price of the information service product. You may also post leases for databases which are used by patrons in lieu of print materials.

- If you post operating expenditures for library system software and microcomputer software used only by the library staff to Non-printed Materials (Microforms & Audio-Visuals), report here. Otherwise, report wherever it is posted.

Total Materials - This includes all expenditures for materials purchased or leased by the library for use by the public. It includes Books, Periodicals and Newspapers, Non-printed Materials, Microforms & AV, and Electronic Formats Operating Fund Expenditures. This is a total calculated within the annual report form.

(36total) Total Capital Outlays Operating Fund Expenditures – Total of Land, Buildings, Improvements Other Than Buildings, Furniture and Equipment, Books, Periodicals and Newspapers, Non-printed Materials, Microforms & AV (not Electronic), and Electronic Format.

36.1. Non-operating fund collection expenditures – The FSCS definition of collection expenditures includes expenditures from all funds. Please report expenditures from gift, grant, and any other funds used to purchase library materials, in the following categories. a) Books (include Book Lease), b) Periodicals and Newspapers, c) Non-printed Materials, Microforms & AV, Not Electronic, and d) Electronic Format. These will be added to the operating fund expenditures to produce the FSCS totals for collection expenditures.

(37) Total Operating Fund Expenditures – Total of Total Personal Services, Total Supplies, Total Other Services and Charges and Total Capital Outlays Operating Fund Expenditures.

(38) Capital Fund Expenditures (NOT Operating Expenditures) - These expenditures COULD come from LIRF, BIRF/Lease Rental, Debt Service, Rainy Day Funds, LCPF, Gift Fund(s), Technology Fund, and other grants but do NOT come from Operating Fund Expenditures. Generally speaking, if the source of the funds was a special appropriation or contribution earmarked for a specific major purchase in the areas mentioned above, NOT operating income, then the expenditure should be counted as capital fund expenditures. Capital is usually a long-term expense. These are costs that are incurred usually for major purchases of or additions to fixed assets. The following include the most common uses of capital funds but are not limited to: building sites (real estate); new building construction; expansion of an existing building; remodeling or major repair of an existing building; initial book stock (sometimes called an opening day collection); furnishings or equipment for a new or remodeled building; new computers, not replacing others; new vehicles; repair to or addition to property (i.e. sidewalks), major emergency repairs or other emergency costs. Does not have to balance with Capital Revenue.

Part 6 – Capital Revenue (Income)

- Does not have to balance with Capital Fund Expenditures

- Rainy Day Funds– A separate fund to which libraries can transfer monies not currently needed for operating expenses.

(39a) Local Government Capital Revenue (Income) – Report all governmental funds received in the report year, designated by the community, district or region and available to the public library for the purpose of major capital expenditures. Include LCPF, BIRF/Lease Rental, LIRF, Rainy Day Funds.

(39b) State Government Capital Revenue (Income) - Report all funds distributed to public libraries by state government for the purpose of major capital expenditures. Include funds from state agencies/government only (Indiana Economic Development Corporation, etc).

(39c) Federal Government Capital Revenue (Income) – Report federal governmental funds, including federal funds distributed by the state or locality, and grants and aid received by the library for the purpose of major capital expenditures. Include funds from all federal agencies (Department of Commerce, Department of Agriculture, etc.)

(39d) Other Capital Revenue (Income) – Report private (non-governmental funds), including grants and gifts received by the library for the purpose of major capital expenditures.

(39total) Total Capital Revenue (Income) – This is the sum of Local Government Capital Revenue, State Government Capital Revenue, Federal Government Capital Revenue and Other Capital Revenue.

Part 7 – Employment Data

Full-Time Equivalent (FTE) - The total of part-time and full-time employees equated to the number of full-time positions. (Total hours worked divided by the hours in the workweek.) To ensure comparable data, 40 hours per week has been set as the measure of full-time employment by the National Center for Education Statistics (NCES), Federal State Cooperative System (FSCS). This is a number calculated within the annual report form.

ALA-MLS Librarian - A librarian with a Master's degree from a graduate program of library and information studies accredited by the American Library Association (ALA). Include all ALA-MLS Librarians, with title or function of librarian, whether paid for through operating expenditures, grant money or with any other funds. Degree may be MLS, MIS, MSLS, MSIS, or other.

(40a) Total Number of ALL Librarians with an ALA-MLS – Number of librarians, with title or function as librarian, with master's degree from programs of library and information studies accredited by the American Library Association. Degree may be MLS, MIS, MSLS, MSIS, or other. Include all ALA-MLS librarians, whether paid for through operating expenditures, grant money or with any other funds.

(40b) Total Hours Paid Per Week For ALL ALA-MLS Librarians - Add together the hours each ALA MLS Librarian, with title or function of librarian, is paid each week (full-time and part-time). Include Librarians whether paid for in operating expenditures, grant money or with any other funds.

(40c) FTE for ALL librarians with an ALA-MLS – This is a number calculated within the annual report form, by dividing total hours worked ALL Librarians with an ALA-MLS by 40.

(41a) Total Number of ALL Librarians, including ALA-MLS Librarians - Number of persons with title or function of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This includes ALA-MLS Librarians. Include all librarians, whether paid for through operating expenditures, grant money or with any other funds.

(41b) Total Hours Paid Per Week For ALL Librarians, Including ALA-MLS Librarians – Add together the hours each librarian, with title or function of librarian, including ALA-MLS librarians, is paid each week (full-time and part-time). Include all librarians, whether paid for through operating expenditures, grant money or with any other funds.

(41c) FTE For ALL Librarians, Including ALA-MLS Librarians - This is a number calculated within the annual report form, by dividing total hours worked by ALL Librarians by 40.

(42a) Total Number of ALL OTHER PAID STAFF - This includes all other paid employees. Include all other staff, whether paid for through operating expenditures, grant money or with any other funds. DO NOT include Green Thumb or other employees who are paid by another agency.

(42b) Total Hours Paid Per Week For ALL OTHER PAID STAFF - Add together the hours all other paid employees are paid each week (full-time and part-time). Include all other staff, whether paid for through operating expenditures, grant money or with any other funds. DO NOT include Green Thumb or other employees who are paid by another agency.

(42c) FTE for ALL OTHER PAID STAFF - This is a number calculated within the annual report form, by dividing total hours worked by ALL OTHER PAID STAFF by 40.

(43a) Total Number of ALL PAID STAFF - This is a number calculated within the annual report form, by adding the number of ALL Librarians and ALL OTHER PAID STAFF.

(43b) Total Hours Paid per week for ALL PAID STAFF – This is a number calculated within the annual report form, by adding the hours paid for ALL Librarians and ALL OTHER PAID STAFF.

(43c) FTE for ALL PAID STAFF – This is a number calculated within the annual report form, by dividing the total hours paid per week for ALL PAID STAFF by 40.

(44) Number of Hours Per Week Considered to be Full-Time Employment in Your Library - The number of hours that is considered to be full-time will vary from library to library.

Part 8 – Library Service and Technology

- If the exact data are not known for any item, please estimate data. Estimates are very important.
- Enter "0" if the correct entry for an item is zero or "none." Please enter "N/A" (Not Available) if you know a particular data item is not "0", but you don't know what it is and are unable to estimate it.

Inter-Library Loans

(45a) Provided To Other Libraries – Number of library materials lent by the reporting library to another library upon request. Materials loaned to a branch by another branch, bookmobile or central library of the same system are not counted. Photocopies sent by any means, but not returned, are not counted.

(45b) Received From Other Libraries– Number of library materials borrowed by the reporting library from another library. Materials borrowed from a branch by another

branch, bookmobile or central library of the same system are not counted. Photocopies received by any means, but not returned, are not counted.

(46) Library Programs - It is not necessary that a program actually take place at the library to be counted as a library program. A program that is planned, sponsored or carried out by the library staff is a library program, as in a school or other location, for example. If there is a series of programs, such as story hours, where the same people attend each program, the attendance for each individual program is counted. Count all programs, including those held at branches and bookmobiles. DO NOT count Dial-A-Story or other phone-in programs. DO NOT count meetings or programs at the library which are sponsored by another organization, including tutoring sessions.

(46a and 47a) Children's Programs and Program Attendance In Library –Children's program attendance is the count of the audience at all programs for which the primary audience is children and includes adults who attend the program. Attendance at each program is counted separately, even though it may be one of a series. Count attendance and programs sponsored by the library and held at the library.

(46aa and 47aa) Children's Programs and Program Attendance Outside Library (outreach) –Children's programs and attendance is the count of programs and the audience at all programs for which the primary audience is children and includes adults who attend the program. Attendance at each program is counted separately, even though it may be one of a series. Count programs and attendance at programs sponsored by the library but held at a location outside the library.

(46b and 47b) Young Adult Programs and Program Attendance In Library – Young adult programs and attendance is the count of programs and the audience at all programs for which the primary audience is young adults and includes people of other ages who attend the program. Attendance at each program is counted separately, even though it may be one of a series. Count attendance and programs sponsored by the library and held at the library.

(46bb and 47bb) Young Adult Programs and Program Attendance Outside Library (outreach) – Young adult programs and attendance is the count of programs and the audience at all programs for which the primary audience is young adults and includes people of other ages who attend the program. Attendance at each program is counted separately, even though it may be one of a series. Count programs and attendance at programs sponsored by the library but held at a location outside the library.

(46c and 47c) Adult Programs and Program Attendance In Library – Adults are ages 18+. Adult programs and attendance is the count of the audience at all programs for which the primary audience is adults and includes people of other ages who attend the program. Attendance at each program is counted separately, even though it may be one of a series. Count programs and attendance at programs sponsored by the library and held at the library.

(46cc and 47cc) Adult Programs and Program Attendance Outside Library (outreach) – Adults are ages 18+. Adult programs and attendance is the count of the audience at all programs for which the primary audience is adults and includes people of other ages who attend the program. Attendance at each program is counted separately, even though it may be one of a series. Count programs and attendance at programs sponsored by the library but held at a location outside the library.

(46d and 47d) General Programs and Program Attendance In Library – General program attendance is the count of the audience at all programs for which the primary audience is people of all ages. Attendance at each program is counted separately, even though it may be one of a series. Count programs and attendance at programs sponsored by the library and held at the library

(46dd and 47dd) General Programs and Program Attendance Outside Library (outreach) – General program attendance is the count of the audience at all programs for which the primary audience is people of all ages. Attendance at each program is counted separately, even though it may be one of a series. Count programs and attendance at programs sponsored by the library but held at a location outside the library.

(**46total) Total programs**– This is the total number of programs for children, young adult, adults, and general audiences. This is an automatic total, calculated within the annual report. This total will include both in library and outreach programs.

(46.1) Total # of Library Outreach Programs (subtotal of Total # of Programs) – These are the programs which the library holds outside the library building (schools, day care facilities, nursing homes, other). This is requested to be reported separately, but the totals should be included in 46/47a-d (wherever appropriate) and 46/47 total.

(47total) Total attendance – This is the total attendance at programs for children, young adult, adults, and general. This is an automatic total, calculated within the annual report. This total will include the attendance at in library and outreach programs.

(46.a1 and 47.a1) Total non-library sponsored programs/meetings/events and attendance – These are the programs/meetings/events which are held in the library but are sponsored by outside groups. These questions which will help to show the total use of the library building by community groups.

Typical Week - A typical week is defined as a time that is neither unusually busy nor unusually slow. Holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or library should be avoided. A week in which the library is open its regular hours is chosen. Seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open) are chosen.

(48) Total Visits In Library Per Year - Report the total number of persons entering the library in a year, including persons attending activities, meetings, and those persons

requiring no staff services. **Be sure to include numbers from branch(es) and bookmobile(es**). You may use a typical week count, then multiply by 52.

(49) Total Reference Transactions Per Year - Report the total reference questions in a year including questions received from other libraries. A reference question requires knowledge or interpretation by the library staff of the library or its materials. It includes information and referral services. The request may come in person, by phone, by fax, mail, or by electronic mail. You should not report directional questions, queries about library policies or library services, activities, or the use of library equipment as reference questions. **Be sure to include numbers from branch(es) and bookmobile(es).** You may use a typical week count, then multiply by 52.

Reference Transactions - A reference transaction requires knowledge, use recommendations, instruction in the use of one or more information sources by a member of the library staff or interpretation by library staff of the library or its materials. It includes information and referral services. Information sources include printed and non-printed materials, machine-readable databases, catalogs, and other holdings records, and through communication or referral, other libraries and institutions and people inside and outside the library. A request may come in person, by phone, by FAX, mail, electronic mail, or through live or networked electronic reference service from an adult, a young adult or a child. Directional questions, queries about library policies or library services, activities, or the use of library equipment are not considered reference transactions and are excluded. Examples of directional questions include: where are the 800s, where is the bathroom, is your director available, are you open until 9:00 pm tonight.

Directional Questions – Directional questions, queries about library policies or library services, activities, or the use of library equipment are not considered reference transactions and are excluded. Examples include: where are the 800s, where is the bathroom, is your director available, are you open until 9:00 pm tonight.

Electronic Services

(50) Licensed Databases – Report the number of licensed databases (include locally mounted or remote, full-text or not) for which temporary or permanent access rights have been acquired through payment by the library, or by formal agreement with the State Library or a cooperative agreement within the state or region. A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data. NOTE: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Subscriptions to individual electronic serial titles are reported under Current Electronic Serial Subscriptions. Each database is counted individually even if access to several databases is supported through the same vendor interface. Do NOT include INSPIRE.

(50a, b, c) Report number of licensed databases acquired through payment or formal agreement, by source of funding:

- o a) local;
- o b) state (state government or state library (Indiana State Library will complete); or
- o c) other cooperative agreements (or consortia) within state or region.

(51a) Users of Public Internet Computers Per Year – Report the total number of individuals that have used Internet computers in the library in the last year. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, cd-rom reference resources, games, etc.) and Internet users cannot be isolated, report all usage. Count each customer that uses the electronic resources, regardless of the amount of time spent on the computer. A customer who uses the Internet computer three times a week would count as three users. **Be sure to include numbers from branch(es) and bookmobile(es)**. You may use a typical week count, then multiply by 52. Sign-up forms or Web-log tracking software also may provide a reliable count of users. Formerly known as "**Number of Patrons Accessing Electronic Resources In-house in a Typical Week".** Many libraries have scheduling software, the use of which provides an accurate count.

51b. # of Hours Public Library Internet Computers Used per Year – This is the number of hours patrons use the library's Internet computers in one year. If you cannot supply the answer with a computed or typical week total, answer "N/A".

(52b) Internet Access in Central Building Only - Report the library as providing Internet access only if one or more of the following services are accessible: World Wide Web (WWW), telnet, gopher, file transfer protocol (ftp), or community network. Do not answer "YES" if the library has access to electronic mail only. Internet access in branches and bookmobiles are reported separately. List only the bandwidth available (that is, if you have a T1 but it's turned down to a 128, list 128, etc.) If your library does not have one of the choices listed, mark "Other" and specify the type of Internet access.

(53) Number of Computer Terminals – Count only computers used by general public and connected to the Internet (count all Gates computers in this category, even if set to child's profile).

(54) Other Electronic Services – Indicate "yes" or "no" to whether you provide: (a) Wireless networking – LAN (Local Area Network) or Wireless networking – WAN (Wide Area Network, and/or (b) Voice over IP.

(55) Bookkeeping System - Please indicate the full name of the bookkeeping system. State Board of Accounts does not approve the system, just the forms generated by the system.

(56) Circulation System – Please indicate the full name of the circulation system.

NOTE - If you have signed a contract for a new system to replace an old one within the last year, please provide the name of the new system and indicate estimated installation date. **If you have issued an RFP within the last year, please send a copy to the Library Development Office to share with other libraries**.

Part 9 – Circulation and Holdings

Circulation

(57) Circulation - Transactions involving lending print and non-print from the library's collection for use by patrons generally outside the library and includes charging materials manually or electronically. Each renewal is also reported as a circulation transaction. Do not include in-house use of materials in 57a or 57b. Include interlibrary loans (items borrowed by your library and lent to your patron); report them also as Inter Library Loan transactions.

(57a) Total Circulation of All Materials – Include all materials (print and non-print) charged out to patrons (or staff) of all ages either manually or electronically. Estimates are acceptable. Do NOT include equipment or computer usage.

(57b) Circulation Of All Children's Materials – Materials cataloged as appropriate for patrons ages 0-14. This is a subset of total circulation of all materials. Estimates are acceptable. Do NOT include equipment or computer usage.

(57c) Total In-house Usage of Materials – Count all materials which are used in the library or not allowed to circulate or be removed from the library. This may include materials used by staff for library purposes (programs, collection development), genealogical or local history materials, reference materials used by patrons in library which staff re-shelve. DO **NOT** add into circulation count. You can use a typical week count, then multiply by 52. Estimates are acceptable. Do NOT include equipment or computer usage.

Selected Holdings

- Selected holdings only. This is NOT a count of all materials which the library owns.
- **Microfilm, microfiche, other microforms -** Do NOT count any microforms except for current serial subscriptions.
- Do not count any realia (puzzles, puppets, toys, etc.)
- **Holdings** – Materials the library has acquired as part of the collection and catalogued, whether purchased, leased, or donated as gifts.
- **Physical Unit** - A physical unit is a book volume, reel, disk, cassette, etc. Items which are packaged together as a unit, e.g. two compact disks, and are generally checked out as a unit, are counted as one physical unit.

(58a)Books - A nonperiodical/non-serial printed publication (including music and maps) bound in hard or soft covers, or in loose-leaf format. Include non-serial government documents. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.

(58b) Bound Serials - Serials are publications issued in successive parts, usually at regular intervals and as a rule, intended to be continued indefinitely. Serials include periodicals (magazines), newspapers, annuals (reports, high school or college yearbooks, etc.), memoirs, proceedings, and publications of societies. Count each bound volume of a serial as one item. If you have more than half the issues of a publisher's volume in unbound copies, count each publisher's volume as one volume.

(58c)Video Materials - These are materials on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor. Video formats may include tape, DVD, CD-ROM, web-based or downloaded files, etc. Report the number of units, both physical and electronic, including duplicates. Items packaged together as a unit (e.g., two video cassettes for one movie) and checked out as a unit are counted as one physical unit. For electronic units, report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).

Revised definition

(58d) Audio Materials - These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings, such as web-based or downloaded audiobooks and MP3 files.

Report the number of units, both physical and electronic, including duplicates. Items packaged together as a unit (e.g., two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit. For electronic units, report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC). **Revised definition**

(58e) Electronic Format - Reference or printed information on CD-ROMS, Magnetic Tapes, Floppy Disks, DVDs (which are of a non-film nature, such as a reference book) or computer disks, magnetic tapes and other formats. You should count and report each physical unit, so that you would count each CD or each floppy disk in a multiple-disk set. Examples are U.S. Census Bureau CD-ROMs or data tapes, locally mounted databases, serials and reference tools. DO include ResumeMaker, cemetery records or other software used by patrons or by staff for patrons. Do NOT count individual files on a disk or any software that is used only by the staff. Include cataloged and non-cataloged items. Do NOT include software loaded onto a computer for which you do not have a physical disk, which includes all pre-loaded software on Gates computers. DO NOT include Electronic Books in this count.

(58f) Electronic Books (E-Books) - Digital documents, (including those digitized by the library), licensed or not, where searchable text is prevalent and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the

contents to a user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit. **Note:** Under this category, report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).

(58g) Current Serial Subscriptions - Includes Periodicals and Newspapers, print or microfilm ONLY. Report the total number of serial subscription titles, including duplicates. Report paid and gift subscriptions. Do not report individual issues. These are print and microfilm subscriptions only - **NOT** electronic or digital subscriptions. Include the total number of subscriptions for all outlets.

(58h) Current Electronic Serial Subscriptions – (DO NOT INCLUDE INSPIRE) The number of current electronic, electronic and other format, and digital serial subscriptions (e-serials, e-journals), including duplicates, for all outlets. Includes serials held locally or remote resources that the library has authorization to access, including those available through statewide or consortia agreements. Do not include subscriptions to indexing and abstracting databases that include full-text content (e.g. EBSCO Host, ProQuest, OCLC FirstSearch). Examples include periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series distributed in the following ways: (a) via the Internet.(e.g. HTML, PDF, JPEG, or compressed file formats such as zipped files), (b) on CD-ROM or other portable digital carrier, (c) on databases (including locally mounted databases), and (d) on diskettes or magnetic tapes.

Part 10 – Library Board

- Please enter the most current information available.
- List all county contractual board members, if appropriate.

    PLEASE CHECK TO MAKE SURE YOUR DATA IS FILLED IN ACCURATELY.

(59a) Report any office currently held by each board member and list each board member only once.

- President
- President of County Contractual Library Board (if appropriate)
- Vice President
- Vice President of County Contractual Library Board (if appropriate)
- Secretary
- Secretary of County Contractual Library Board (if appropriate)

- Treasurer
- Board Member
- Treasurer/employee (please use this designation if appropriate)

(59b) List each board member's first name or initial.

(59c) List each board member's middle initial (optional) or middle name, if used in place of first name.

(59d) List each board member's last name.

(59e) Report the board member's home street address.

(59f) Report the board member's home city.

(59g) Report the board member's home zip code.

(59h) Report the board member's email address.

(59i) List the appointing authority:

- County Contractual Appointment (ONLY FOR THE 4 LIBRARIES WHICH ARE COUNTY CONTRACTUAL LIBRARIES)
- County Commissioners
- County Council
- Library board/employee
- Other - Class 2 Library Appointment (Only CLASS 2 LIBRARIES OR CLASS 2 WHICH HAVE ACCEPTED FINANCIAL PROVISIONS OF THE 1947 LIBRARY LAW).
- School Board
- Township Board
- Town Board/City Council/Mayor

(59j) Report the date the board member's term expires. (VERY IMPORTANT)

(59k) Report the number of consecutive terms the board member has held (including the first term through this term). (VERY IMPORTANT)

(59l) Report the date the member was initially appointed.

Part 11 – Salary Section

- Complete minimum hourly rate and maximum hourly rate, using dollars and cents.
- Report only two digits to the right and to the left of the decimal.
- Please give the most current information available.

Job categories

(74a) Director - Head of library. Indiana is an at-will employer state. List the annual salary. Most directors will not have a contract. Indicate whether director has a contract.
Assistant or Associate Director - Librarian ranking next to the Library Director and having responsibility for library activities in the absence of the Library Director.
Department Head or Supervisor - Librarians at the Department Head level who may have supervisory responsibility for other professional librarians and/or clerks.
Branch Head - May be a staff librarian, but should be reported separately because of their unique position of Branch Head. Branch Heads spend at least half of their work week in a branch library setting and are usually responsible for the branch library services, programs, and personnel.
Administrative Assistant - May include a variety of job titles such as Director's Secretary or Assistant to the Director. May have more administrative responsibility than typical clerical positions, but not the professional or managerial responsibilities.
Automation, Network or System Manager - Manages the operation and maintenance of the library's computer systems, including the library's automation system and microcomputer applications. Develops and manages installation of various types of computer networks. Serves as contact with internet provider. Possibly trains staff and public in use of equipment and software. Analyzes and troubleshoots software and equipment problems.
Business Manager - Responsible for managing Business Office activities.
Cataloging or Technical Services Librarian - Librarian - Cataloging. Both experienced and entry-level librarians.
Children's Librarian - Librarian - Children's Reference Service. Both experienced and entry-level librarians.
General Reference or Adult Librarian - Librarian - Adult and/or Reference Service. Both experienced and entry-level librarians.
Young Adult Librarian - Librarian - Young Adult Reference Service. Both experienced and entry-level librarians.
Indiana History, Local History, or Genealogy Librarian - Librarian - Indiana History, Local History, or Genealogy Reference Service. Both experienced and entry-level librarians.
Circulation Librarian - Librarian - Circulation Desk. Both experienced and entry-level librarians.
Audio Visual Specialist - Responsible for developing a program of AV services and supervising all AV activities and staff.
Specialist (Professional) - Category for library professionals, including Training Specialist, Public Relations Specialist, Outreach Specialist, Human Resource Manager, Artist, and Printing Manager, who generally do not hold a master's in library science but certainly may.
Library Assistant - Paraprofessional working in any area of the library, who assists librarians in providing a library service.
Bookkeeper or Treasurer - Responsible for keeping the financial records and accounts for the library.
Secretary or Receptionist - Knowledge of some office skills. May be responsible for

answering phone.

Library Technician (including computer) - Involves more responsibility than clerical category, usually specialized, and of considerable variation and complexity.

Clerical or Aide - Knowledge of basic clerical skills and elementary knowledge of library procedure.

Maintenance, Custodian, Janitor, Housekeeper, or Security - Responsible for maintaining the library building and/or grounds in a clean and orderly condition and in good repair. Security provides security during the hours the building is open or closed for staff, patrons, and the building. Do not include any staff that is paid by contract.

Bookmobile Driver - Bookmobile Driver.

Messenger - Messenger responsible for pickup and delivery of library materials.

Page, Student Assistant - Shelves books and other materials. Typically a part-time position with no supervisory responsibilities.

Substitute - Temporary substitute employee in any job category.

(99) Other - Any other job category that it is not possible to include in above list. Please be specific.

Employee Fringe Benefit Information

- For each benefit listed in the drop-down, please ADD a Group whether it is provided by your library for full time and part time employees.
- Please give the most current information available.

(101) Benefit description:

- PERF - Public Employees Retirement Fund
- Deferred Compensation - A political subdivision may do the following: 1. agree with any employee to reduce and defer any portion of such employee's compensation which under federal law may be deferred under a nonqualified deferred compensation plan and subsequently contract for, purchase, or otherwise procure insurance and investment products appropriate for a nonqualified deferred compensation plan for the purpose of funding a deferred compensation plan for such employee or 2, contribute amounts before January 1, 1995 and continue or begin to contribute amounts after January 1, 1995 to a nonqualified deferred compensation plan on behalf of eligible employees, subject to any limits and provisions under Section 457 of the Internal Revenue Code (IC 5-10-1.1-1).
- Health Insurance
- Health Savings Account (HSA)
- Dental Insurance
- Life Insurance
- Vision Insurance
- Disability
- Paid Time Off for Continuing Education
- Reimbursement for Continuing Education

(109a) Other Fringe Benefit - Please specify. Do not include benefits reported in paid days off per year. Please ADD a Group for each of these benefits.

Paid Days Off Per Year

- Please indicate the number or range of numbers of PAID DAYS OFF per year for entry-level full time librarians and support staff and entry-level part time librarians and support staff.
- Remember, for purposes of this report, if an individual is referred to as a librarian within your library, they are considered a librarian.
- Please give the most current information available.

(111a – d) Number of Vacation Days
(112a – d) Number of Sick Days
(113a – d) Number of Personal Days
(114a – d) Holidays
(115a – d) Funeral/Bereavement
(116a – d) Other Days

Part 12 – PLAC Loans

- Number of items lent to patrons using a PLAC card.
- Complete the report for PLAC loans your library made to patrons from other libraries from January 1 through December 31 of the report year.
- The number of loans must be an accurate count of PLAC activity. Estimates may not be used.

- Do NOT include any miscellaneous or out of state loans as PLAC loans.
- Do NOT include any reciprocal borrowing (RB) loans as PLAC loans.
- If you did not loan any materials to PLAC patrons from other libraries, enter "0" in the appropriate box at the top of the form.
- The reporting library should show no PLAC loans, as its residents do not need a PLAC card for loans. There should be NO number next to your own library's name.
- List the total number of loans from each home library. Be sure to include branch library totals in the home library's total. (Home library is the PLAC card holder's library which their property tax supports or where they purchased a non-resident card.)

   - For example, a patron from Starke County Public Library (the city of Knox) uses a PLAC card at Knox County Public Library (the city of Vincennes) to borrow 10 items. Knox County Public Library would report 10 loans to Starke County Public Library (the city of Knox).

Part 13 – Statement of Compliance with Standards for Public Libraries

- Answer each standard yes or no, as applicable.
- For each "no" answer, provide details on Part 14, Statement of Intent to Comply with Standards.

(118 a –d) Laws. Your library must follow all laws listed.

(120) Written Bylaws – The board must have written bylaws which it follows for operational procedures. The library is encouraged to file a current copy with the Indiana State Library, Library Development Office.

(121) Written long-range plan for 2-5 years – Such plans should encourage participation by the community, library board and staff. The library is encouraged to file a current copy with the Indiana State Library, Library Development Office.

(122) Current written technology plan – Required for e-rate. The Indiana State Library, Library Development Office must approve this plan and will send you a letter stating that.

(123)Collection development policy and principles of access – This is a plan for selecting materials for your collection and for dealing with questions of evaluation and suitability for patron groups. The Library board is encouraged to adopt the principles of the Library Bill of Rights.

(124) Separate functions of board and director – The board is responsible for governing the library by writing policy, developing a long-range plan and delegating management responsibility to the director. The director is responsible for managing the day-to-day operations to carry out the board's long range plan.

(125) In the Public Trust - The current state publication for trustees that is approved by the Indiana State Library. There are chapters on all aspects of the library's operation. The board is encouraged to participate in at least one seminar or workshop pertinent to their duties each year.

(126a) Full-time director – The director is paid for 35-40 hours per week, or if the library is open fewer than 35 hours per week, the director is paid for the number of hours that the library is open.

(126b) Appropriate certification – Does the director hold the appropriate permanent certificate at the level required for the library's served population? If the director holds a temporary certificate, check "no".

(127) Classify employees, adopt schedules of salaries or salary ordinance, and prescribe duties of employees – The Library Development Office maintains a file of samples.

(128)Written personnel policies and procedures – Essential for fair and consistent administration of personnel practices and actions.

(129)Continuing education – The library is encouraged to support continuing education for staff and trustees with paid time off and financial assistance for fees, travel, lodging and related expenses on an annual basis.

(130)Library facilities meet local, state, and federal building and health and safety codes – Report for all buildings in library system, central library and any branches.

(131) Americans with Disabilities Act – If there are steps to your building or other physical barriers that would prevent entry to your building by everyone but the library complies with the law by providing home delivery of materials, curbside services, etc., check "yes".

(132) Hours of service – (Choose highest level of hours of service) A library serving a population under 15,000 must be open a minimum of 20 hours each week, including at least 1 evening (until 6:00 pm or later) and some hours on 1 weekend day. A library serving a population between 15,000 and 30,000 must be open a minimum of 45 hours each week, including at least 2 evenings (until 6:00 pm or later) and at least one 1 weekend day. A library serving a population of over 30,000 must be open a minimum of 55 hours each week, including at least 3 evenings (until 6:00 pm or later) and at least one 1 weekend day. Answer N/A to each level which does not apply to your library's situation or "No" if your library is not open the minimum number of hours or the requisite evening or weekend hours for your situation.

(133)Minimum service – (d) Interlibrary loan free of charge (other than reimbursement for actual photocopy and postage or freight costs)

(134)Member of INCOLSA – Paid member of INCOLSA.

(135d) Audiovisual services – Audiovisual materials (audiocassettes, music or spoken word cds, videocassettes, DVDs, etc.), audiovisual programs, specialist staff in audiovisual materials and services, for example.

(135e) Special services – For special populations such as people who are blind, deaf or physically handicapped. Types of services could include books-on-tape or large print books, accessible computer workstations, sign language interpreters, etc.

Part 14 - Statement of Intent to Comply with Standards

- List standard # and provide an explanation as to why you answered "no" to any question in Part 13, Statement of Compliance with Standards for Public Libraries AND
- Describe actions to be taken to comply with each "no" answer.

Part 15 – Supplement

- **Answer yes or no or with a number as indicated or N/A (for Not Available or Not Applicable as appropriate).**
- **Answer all questions.**

(139-147) What services does your library offer from this list? – Answer all that apply. This is not intended as an exhaustive list of services but reflects services that many libraries offer or ask questions about.

(148) Materials Circulation by Media – This does not include usage of computers or machines. Computer usage information should be provided in question 51a and b. The annual report does not currently collect information on the usage of machines in the library. "Other" may include but is not limited to puppets, realia, book and cassette kits. This number should not be higher than the reported "Total Circulation" and should NOT include "In-house circulation".

(149) Foundation and Endowment – Answer yes whatever the organization and structure of a foundation or endowment which provides funds to your library, as opposed to awarding a grant.

(150) Internet Usage Measures – Supply whatever count is available. Some libraries receive counts of hits on web pages in domain and hits on home page and hits on public access catalog from their ISP (Internet Service Provider), some may receive only one or two of the requested measures.

(151) Library Funding – a. The Indiana State Quantity Purchase Agreement (QPA) information is available at http://www.in.gov/idoa/2815.htm.

(152)Cooperation/partnering with another public library or agency in Indiana – Answer all that apply. "Other" is intended to capture any cooperative/partnering venture not listed elsewhere; list the name of any venture not listed elsewhere,

(153) Database Usage Measures – Exclude INSPIRE; list full name of database to which your library subscribes. List all subjects of databases which your library produced and owns.

State Form 48117 (R11/8-08)

Indiana Public Library Annual Report 2008
Part 1 - General Information
Please provide the most current information available for this page.
Report Mail address ONLY if different from Street Address
Please contact the Library Development Office with updates for this page throughout the year.
Respondent Identification

Library Director:_____

Name of Library:_____

Street Address:_____

City:_____ State:_____ ZIP+4:_____

Mailing Address:_____

City:_____ State:_____ ZIP+4:_____

Phone: (_____)_____FAX: (_____)_____

TDD: (_____)_____Dial-In Access Number: (_____)_____

Congressional District #: _____

Public Library E-Mail Address:_____

World Wide Web Address:_____

Time and Day of the Month of Regular Board Meetings:_____

Does your library have a Friends of the Library Group?   Yes ☐   No ☐

Person Preparing Report:_____Phone: (_____)_____

Time zone in which library district headquarters is located: _____

1. a. The year the current central building was built: 1a. [   ]
    b. Date of most recent addition or alteration   1b. [   ]
    to current central building:

2. What is the square footage of the central building?   2. [sq.]

3. Are you currently involved in a new building construction project,   3.   Yes ☐
    an addition to an existing building, or remodeling a building ?   No ☐

4. Answer question 4 only if question 3 was checked Yes:
    Time Frame: July 1, 2007 to June 30, 2008. PLEASE ANTICIPATE
    FUTURE PROJECTS. If your library has not yet started, but will be
    planning a construction project before June 30, 2009, please check the
    first category, "Planning a construction project."

    4a. [_____]   Planning a construction project
    4b. [_____]   Starting a construction project
    4c. [_____]   In the midst of a construction project
    4d. [_____]   Have completed a construction project

5. Daily Schedule for Central Library Only:
    Please record hours open for the Central Library only. Record the hours open during the
    winter in a typical week.

	Opening/Closing Time	Total Winter Hours
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

5. Total Winter Weekly Hours   5 [   ]

6. Total Evenings Open after 5:00 p.m. each week   6 [   ]

7. How many Sundays were you open last year?   7 [   ]

Branch Information

_____Public Library

If your library has branches, please list all information requested below. If there are no branches, please enter "0" (zero) after Total Number of Branches. Report Mail Address ONLY if different from Street Address. Attach additional sheets as necessary.

AA. Do you have a branch? Yes ☐ No ☐

8aa. Total Number of Branches: _____ *Attach additional sheets as necessary.*
8b. Total Annual Hours of Branches _____ (Add weekly hours of all branches and multiply by 52)

Branch #1 Name: Street Address: City, State, Zip+4: Mail Address: Square Footage: Year Built: Year of Addition or Alteration: Phone: Fax: Total hours open per week: _____ Internet access: __ISDN __T1 __128K __Dial-up __ __ Other (please specify):_____	Branch #2 Name: Street Address: City, State, Zip+4: Mail Address: Square Footage: Year Built: Year of Addition or Alteration: Phone: Fax: Total hours open per week: _____ Internet access: __ISDN __T1 __128K __Dial-up __ __ Other (please specify):_____
Branch #3 Name: Street Address: City, State, Zip+4: Mail Address: Square Footage: Year Built: Year of Addition or Alteration: Phone: Fax: Total hours open per week: _____ Internet access: __ISDN __T1 __128K __Dial-up __ __ Other (please specify):_____	Branch #4 Name: Street Address: City, State, Zip+4: Mail Address: Square Footage: Year Built: Year of Addition or Alteration: Phone: Fax: Total hours open per week: _____ Internet access: __ISDN __T1 __128K __Dial-up __ __ Other (please specify):_____
Branch #5 Name: Street Address: City, State, Zip+4: Mail Address: Square Footage: Year Built: Year of Addition or Alteration: Phone: Fax: Total hours open per week: _____ Internet access: __ISDN __T1 __128K __Dial-up __ __ Other (please specify):_____	Branch #6 Name: Street Address: City, State, Zip+4: Mail Address: Square Footage: Year Built: Year of Addition or Alteration: Phone: Fax: Total hours open per week: _____ Internet access: __ISDN __T1 __128K __Dial-up __ __ Other (please specify):_____

Bookmobile Information

_____Public Library

If your library has bookmobiles, please list all information requested below. If there are no bookmobiles, please enter a "0" (zero) after Total Number of Bookmobiles. Report Mail Address **ONLY** if different from Street Address. Attach additional sheets as necessary.

BB. Do you have a bookmobile? Yes ☐ No ☐

9aa. Total Number of Bookmobiles:_____ _Attach additional sheets as necessary._
9b. Total Annual Hours of Bookmobiles _____ (Add weekly hours of all bookmobiles and multiply by 52).

Bookmobile #1 Name:_____ Street Address: _____ City, State, Zip+4: _____ Mail Address: _____ Square Footage: _____ Phone:_____ Fax: _____ Total hours open per week: _____ Internet access: __ISDN __T1__128K__Dial-up __ __ Other (please specify): _____	Bookmobile #2 Name:_____ Street Address: _____ City, State, Zip+4: _____ Mail Address: _____ Square Footage: _____ Phone:_____ Fax: _____ Total hours open per week: _____ Internet access: __ISDN __T1__128K__Dial-up __ __ Other (please specify): _____
Bookmobile #3 Name:_____ Street Address: _____ City, State, Zip+4: _____ Mail Address: _____ Square Footage: _____ Phone:_____ Fax: _____ Total hours open per week: _____ Internet access: __ISDN __T1__128K__Dial-up __ __ Other (please specify): _____	Bookmobile #4 Name:_____ Street Address: _____ City, State, Zip+4: _____ Mail Address: _____ Square Footage: _____ Phone:_____ Fax: _____ Total hours open per week: _____ Internet access: __ISDN __T1__128K__Dial-up __ __ Other (please specify): _____

Part 2 - Registrations

*If the exact data are not known for any item, please estimate data and enclose in [brackets].
Enter "0" if the correct entry for an item is "zero" or "none." Please enter "N/A" (Not Available) if
you know a particular data item is not "0", but you don't know what it is and are unable to
estimate it.*

10a. Total Number of Individual Resident Registered Borrowers   10a. [   ]

10b. Total Number of Family/Household Resident Registered Borrowers   10b. [   ]

10c. Total Number of Resident Registered Temporary Borrowers   10c. [   ]

11a.Total Number of Individual Non-Resident Registered Borrowers   11a. [   ]

11b. Total Number of Family/Household Non-Resident Registered Borrower 11b. [   ]

11c. Total Number of Nonresident Cards Issued   11c. [   ]
     (Free, reduced price, full price)

12. Total Number of PLAC Borrowers   12. [   ]

13. Total Number of Reciprocal Borrowers   13. [   ]

14. Total Number of Student Borrowers   14. [   ]

15. Registration Fees as of *July 1, 2008* or more current
    information if available.

        15a. Individual Non-Resident Fee   15a. [$]

        15b. Family Non-Resident Fee   .   15b [$]

        15c. Date Library Board adopted this fee[s]   15c. [   ]

16a. Most Recent Year Patron File was Weeded   16a. [   ]
16b. On What Timetable is Patron File Weeded? (i.e. annual,
every two years, every three years, etc.)   16b. [   ]

Part 3 - Public Libraries and Political Subdivisions Served

Definitions:

Political Division Name: Enter the name of the town, township, or county served. For merged town-township library districts enter the township name.

Political Division Type: Report the type of library service area.

1. **Town/City.** Library tax boundaries are the same as town or city boundaries.
2. **County-Partial.** A county library tax district which covers part of the county in which it is located; the remainder of the county is served by another library district.
3. **County-Total.** A county library district which includes the entire county in which it is located.
4. **Township Merged.** Library tax district includes a former town/city district and one or more townships which have merged into a single town-township library district.
5. **Township, Partial, Served by Contract.** Part of a township is served by a contract with a nearby library district. Township funds to pay contracts may come from the township general fund or other unspecified revenues. (Specify which part of township.)
6. **Township Served by Contract.** An entire township is served by a contractual agreement with a nearby library district. The source of funds is unspecified.
7. **Township Taxed to Pay Contract.** Township levies a specific tax rate upon township property to pay for service received under contract from a nearby library district.
8. **Township, Partial, Taxed to Pay Contract.** Same as Type 5 above, with the exception that revenues are raised by the township through a direct library tax. (Specify which part of township.)
9. **Township Validated.** Same as Type 4 above, with the exception that the township has been taxed and served traditionally throughout the history of the library but no formal merger was adopted or recorded prior to conversion to the Public Library Law of 1947 as a town-township library.
10. **Town Served by Contract.** Town served through contractual agreement by a nearby library district.
11. **Endowed.** Library was established through and received operating funds from a bequest or endowment; all endowed libraries except the Tyson Library Association Inc., Versailles, also receive some tax revenues.
12. **County Contractual.** A library tax district formed under Public Library Law IC 36-12-6 that provides library service in conjunction with a previously existing library district.

Population of Political Division: The number of people in the geographic area who are taxed for library service. Use the figures from the 2000 Census. The Library Development Office can provide this information.

Assessed Valuation: Enter the TOTAL assessed valuation upon which the library tax received in 2008 was based. Show this for the TOTAL library district taxed to pay for services - not contract area. Your County Auditor can provide this information.

Operating Tax Rate: Enter the library tax rate approved for collection in budget year 2008. If your library has a Bond and Interest Redemption Fund tax rate or Library Capital Project Funds tax rate, DO NOT include it with the operating fund tax rate, but list it separately as the BIRF Tax Rate or LCPF Tax Rate. Your County Auditor can provide this information.

BIRF Tax Rate: Enter the Bond and Interest Redemption Tax Rate (Lease Rental) for budget year 2008. Your County Auditor can provide this information.

LCPF Tax Rate: Enter the Library Capital Projects Funds Tax Rate for budget year 2008. Your County Auditor can provide this information.

Part 3 - Public Libraries and Political Subdivisions Served
Library Name:_____
All terms are defined on the preceding page.

If your library district is located in more than one county, please list information for both counties.

		County 1	County 2
County Name:	17/18a.	17a._____	18a,_____
Total Assessed Valuation for Library District:	17/18b.	17b.$_____	18b.$_____
Operating Tax Rate:	17/18c.	17c.___._____	18c.___._____
BIRF/Lease Rental Tax Rate:	17/18d.	17d.___._____	18d.___._____
LCPF Tax Rate:	17/18e.	17e.___._____	18e.___._____

Please report your library's service area(s), type(s) of political unit, and population(s) below. If the political division type is 5 or 8, please explain what part of the township is served. Be specific.

19.Total Population without contract (1, 2, 3, 4, 9, 11, 12) (addition of #c):
19a. Total Population with contracts (5, 6, 7, 8, 10) (addition of #e):

20a. Political Division 1 Name:
20b. Type of Political Unit:
20c. Population 2000 Census:
20d. Type of Political Unit (5-8, 10):
20e. Population 2000 Census:

21a. Political Division 2 Name:
21b. Type of Political Unit:
21c. Population 2000 Census:
21d. Type of Political Unit (5-8, 10):
21e. Population 2000 Census:

22a. Political Division 3 Name:
22b. Type of Political Unit:
22c. Population 2000 Census:
22d: Type of Political Unit (5-8, 10):
22e: Population 2000 Census:

23a. Political Division 4 Name:
23b. Type of Political Unit:
23c. Population 2000 Census:
23d. Type of Political Unit: (5-8, 10):
23e. Population 2000 Census:

24a. Political Division 5 Name:
24b. Type of Political Unit:
24c. Population 2000 Census:
24d. Type of Political Unit (5-8, 10)
24e. Population 2000 Census:

25a. Political Division 6 Name:
25b. Type of Political Unit:
25c. Population 2000 Census:
25d. Type of Political Unit (5-8, 10):
25e: Population 2000 Census

26a. Political Division 7 Name:
26b. Type of Political Unit:
26c. Population 2000 Census:
26d: Type of Political Unit (5-8, 10)
26e: Population 2000 Census:

27a. Political Division 8 Name:
27b. Type of Political Unit:
27c. Population 2000 Census:
27d. Type of Political Unit: (5-8, 10):
23e. Population 2000 Census:

Part 4 - Library Operating Fund Income

*Report income actually **received OR DUE** in 2008. Round all numbers to the nearest dollar. County contractual libraries combine income categories with host library figures. If the exact data are not known for any item, please estimate data and enclose in [brackets]. Estimates are very important. Enter "0" if the correct entry for an item is "zero" or "none". Please enter "N/A" (Not Available) if you know a particular data item is not "0", but you don't know what it is and are unable to estimate it.*

Local Government Operating Fund Income

This includes all tax and non-tax receipts designated by the community, district, or region for the library operating fund and available for expenditure by the public library. Do NOT include the value of any contributed or in-kind services or the value of any gifts and donations, fines, or fees. <u>Report all income, but report income in only one category</u>.

28.	**Local Government Operating Fund Income:**		
28a.	Property Tax or CEDIT Operating Fund Income From Library Tax Rate	28a.	$ .00
28b.	CAGIT Property Tax Replacement Credit	28b.	$ .00
28c.	CAGIT Certified Shares	28c.	$ .00
28d.	CAGIT Special Fund	28d.	$ .00
28e.	County Option Income Tax (COIT)	28e.	$ .00
28f.	Contractual Revenue Received for Service	28f.	$ .00
28.	**Total Local Operating Fund Income** Add lines 28a through 28f and place total here.	28.	$ .00

State Government Operating Fund Income

These are all funds distributed to public libraries by State government for the library operating fund for expenditure by the public libraries, except for federal money distributed by the State. Report all income, but report income in only one category. Include State Technology Fund Grant Fund monies in Other. *<u>Sometimes a tax distribution due and receivable in December is not actually received by the library until January of the following year. Even if you receive a tax distribution in January 2009, report the tax distribution as part of the income for 2008.</u>*

29.	**State Government Operating Fund Income:**		
29a.	Financial Institutions Tax (FIT)	29a.	$ .00
29b.	License Excise and Commercial Vehicle Excise Tax (CVET)	29b.	$ .00

29c. Other State Operating Fund Income	29c.	$ .00

29d. Source(s):

		$ .00
29. Total State Operating Fund Income Add lines 29a, 29b, and 29c and place total here.	29.	

Federal Government Operating Fund Income

This includes all federal government funds distributed to public libraries for the library operating fund for expenditure by the public libraries including federal money distributed by the State. Report all income, but report income in only one category.

30. Federal Government Operating Fund Income:

30a. LSTA Grants	30a.	$ .00

30b. Non-Operating Fund Name   30b.

30c. Amount of LSTA grant placed in Non-Operating Fund	30c.	$ .00
30d. Other Federal Grants	30d.	$ .00

30e.

30e. List source(s)		
30. Total Federal Operating Fund Income Add lines 30a and 30b and place total here.	30.	$ .00

Other Operating Fund Income

This includes all operating fund income not reported in Local, State, or Federal Government Operating Fund Income. Do **not** report Technology Grants here. Do not include any contributed services or the value or any non-monetary gifts and donations. Report all income, but report income in only one category.

31. Other Operating Fund Income

31a. Fines and Fees	31a.	$ .00
31b. Interest on Investments	31b.	$ .00
31c. Gift Receipts	31c.	$ .00
31d. Private Foundation Grants	31d.	$ .00
31e. Other Miscellaneous Revenue	31e.	.00

31f. Sources of Other Miscellaneous Revenue

31f.

2008 form

31. **Total Other Operating Fund Income**   31. $ _____ .00
     Add lines 31a through 31e and place total here.

32. **TOTAL OPERATING INCOME**   32. $ _____ .00
     Add lines 28, 29, 30 and 31 and place total here.

Part 5 – Library Operating Fund Expenditure Data

Report expenditures actually made in 2008. County contractual libraries combine expenditure categories with host library figures. If the exact data are not known for any item, please estimate data and enclose in [brackets]. Enter "0" if the correct entry for an item is "zero" or "none." Please enter "N/A" (Not Available) if you know a particular data item is not "0", but you don't know what it is and are unable to estimate it.

These expenditure categories are taken from Operating Budget Form #1.
Report ACTUAL expenditures below.
Include Technology Grant Expenditures in categories in which they were expended.

33.   **Personal Services** (*Category 1 from Operating Budget Form 1*)

33a. Salaries/Wages of All Library Staff   33a. $ _____ .00

33b. Employee benefits   33b. $ _____ .00

33c. Other Personal Services   33c. $ _____ .00

33.   **Total Personal Services IN** (total of a, b, and c)   33. $ _____ .00

33x. **Total Staff Expenditures PLSC** (total of a and b)   33x. $ _____ .00

34.   **Total Supplies** (*Category 2 from Operating Budget Form 1*)   34. $ _____ .00

35.   **Other Services and Charges** (*Category 3- Operating Budget Form*)
35a. Professional Services   35a. $ _____ .00

35b. Communication and Transportation   35b. $ _____ .00

35c. Printing and Advertising   35c. $ _____ .0

35d. Insurance   35d. $ _____ .00

35e. Utility Services   35e. $ _____ .00

35f. Repairs and Maintenance   35f. $ _____ .00

35g. Rentals   36g. $ _____ .00

35h. Debt Service (Operating Expenditures only)   35h. $ _____ .00

35i. Lease Rental   35i. $ .00

35j. Other (include database licensing; exclude LIRF)   35j. $ .00

35. **Total Other Services and Charges**
Add lines 35a through 35j and place total here.   **35.** $ .00

36. **Capital Outlays - Operating Fund Expenses** *(Category 4 from Operating Budget Form 1)*

36a. Land   36a. $ .00

36b. Buildings   36b. $ .00

36c. Improvements Other Than Buildings   36c. $ .00

36d. Furniture and Equipment   36d. $ .00

36e. Books (include Book Lease)   36e. $ .00

36f. Periodicals and Newspapers   36f. $ .00

36g. Nonprinted Materials, Microforms & AV, Not Electronic   36g. $ .00

36h. Electronic Format   36h. $ .00

36. **Total Capital Outlays - Operating Fund Expenses**
Add lines 36a through36h and place total here.   *36.* $ .00

37. **TOTAL OPERATING FUND EXPENDITURES IN**
Add lines 33, 34, 35 and 36 and place totals here.   37. $ .00

Non-operating Fund Collection Expenditures (from gift, grant, any other funds) PLSC
(Don't worry about adding this into any other category; Indiana State Library will deal with this)

36.1a   Books (Include Book Lease)   36.1a $ _____ .00

36.1b   Periodicals and Newspapers   36.1b $ _____ .00

36.1c   Nonprinted Materials, Microforms & AV, Not
        Electronic $ _____ .00

36.1d   Electronic Format   36.1d $ _____ .00

Total Non-Operating Fund Collection expenditures   36.1 $ _____ .00
        Add lines 36.1a through 36.1d and place total here.

Capital Fund Expenditures (<u>NOT</u> Operating Fund Expenditures)

38.   **Total Capital Fund Expenditures**   38. $ _____ .00
      These are those onetime, extraordinary costs that are
      incurred usually for major purchases of or additions to fixed assets.
      The following are the most common uses of capital funds: building
      sites (real estate) new building construction; expansion of an existing
      building; remodeling or major repair of an existing building; initial book
      stock (sometimes called an opening day collection); furnishings or
      equipment for a new or remodeled building; new vehicles; major
      emergency repairs or other emergency costs. It may be difficult sometimes
      to determine whether a particular expenditure should be counted as capital
      fund expenditures. Generally speaking, if the source of the funds was a
      special appropriation or contribution earmarked for a specific major purchase
      in the areas mentioned above, then the expenditure should be counted as
      capital fund expenditures. These expenditures <u>COULD ALSO</u> come from LIRF,
      BIRF/Lease Rental, Library Capital Projects Fund (LCPF), Gift Fund, Technology Fund.

Part 6 - Capital Revenue

39a.   Local government capital revenue   39a. $ _____ .00

39b.   State government capital revenue   39b. $ _____ .00

39c.   Federal government capital revenue   39c. $ _____ .00

39d.	Other capital revenue	39d.	$ .00
39.	**Total capital revenue** Add lines 39a through 39d and place total here.	39.	$ .00

Part 7 - Employment Data

Enter "0" if the correct entry for an item is zero or "None."

40a.	Total Number of ALL Librarians with a Master's of Library Science (MLS) from a university accredited by the American Library Association (ALA)	40a.	
40b.	Total Hours Paid Per Week For ALL ALA MLS Librarians. Add together the hours for which each ALA MLS Librarian is paid weekly.	40b.	
41a.	Total Number of ALL Librarians, including ALA MLS Librarians. Include ALA MLS Librarians and all other staff with title or duties of librarian.	41a.	
41b.	Total Hours Paid Per Week For ALL Librarians, including ALA MLS Librarians. Add together the hours for which each librarian is paid weekly.	41b.	
42a.	Total Number of ALL OTHER PAID STAFF. Include all other paid employees (support, page, janitorial (if Not contract)).	42a.	
42b.	**Total Hours** Paid Per Week For **ALL** OTHER PAID STAFF. Add together the hours for which each employee is paid weekly.	42b.	
43a.	**Total Number of ALL PAID STAFF**	43a.	
43b.	**Total Hours Paid Per Week for ALL PAID STAFF**	43b.	
44.	Number of hours per week considered to be full-time employment in your library. The number of hours that is considered to be full-time will vary from library to library.	44.	

Part 8 - Library Service and Technology

If the exact data are not known for any item, please estimate data and enclose in [brackets]. Estimates are very important. Enter "0" if the correct entry for an item is "zero" or "none". Please enter "N/A" (Not Available) if you know a particular data item is not "0", but you don't now what it is and are unable to estimate it.

Inter-Library Loans

45a.	Provided To Other Libraries	45a. _____
45b.	Received From Other Libraries	45b. _____

Annual Local Library Service

Library Programs:
Include all outlets, including central library, branches and bookmobiles).

Intended Audience		# of Programs	Total Attendance
46/47a.	Children (in library)	46a.	47a.
46/47aa	Children (outside library, Outreach)	46aa.	47aa.
46/47b.	Young Adults (in library)	46b.	47b.
46/47bb.	Young Adults (outside library, Outreach)	46bb.	47bb.
46/47c.	Adults (18+) (in library)	46c.	47c.
46/47cc.	Adults (18+) (outside library, Outreach)	46cc.	47cc.
46/47d.	General Programs (All age groups) (in library)	46d.	47d.
46/47dd.	General Programs (All age groups) Outside library, Outreach)	46dd.	47dd.
46/47	TOTAL (46a, aa, b, bb, c, cc, d, dd) (47a, aa, b, bb, c, cc ,d, dd)	46	47

46.a1/47.a1	Non-library sponsored programs/meetings/events (All age groups)	46.a1	47.a1

Library Service Per Year

You may take a typical week count. A typical week is a week in which the library is open its regular hours, without holidays and is neither unusually busy nor slow. It is seven consecutive calendar days, from Sunday through Saturday, or whatever days the library is open during that period. Include all outlets: central library, branches, bookmobiles. Multiply the typical week count by 52.

48. Total Visits In Library Per YEAR

	per year

49. Total Reference Transactions Per YEAR

	per year

Electronic Services

50 # of Licensed Databases (by source of funding)
50a. Local   50a. [   ]

50b. State (answer supplied by the Indiana State Library)   50b. Do Not answer

50c. Other   50c. [   ]

50d. Total Licensed Databases (Indiana State Library will calculate)   50d. Do Not answer

51a. # of Users of Public Internet Computers per Year   51a. [per year   ]

51b. # of Hours Public Internet Computers Used per Year   51b. [per year   ]

52a. Internet Access   YES ☐   NO ☐

52b.   Type of Internet access in **central building only (if two types of access, choose higher speed):**
☐ Dial Up   ☐ 56K ☐ 128K ☐ 256K   ☐ T1 Line ☐ ISDN Line   ☐
Cable ☐ DSL ☐ DS3 ☐ Other: c. Specify other_____

53. Number of Computer Terminals Used by the General Public and   53. [   ]
     Connected to the Internet.

54. Do you provide:
     54a. Wireless networking? ☐Yes ☐No
     54b. Voice over IP? ☐Yes ☐No

Library System Bookkeeping and Circulation

55. Bookkeeping system
     a. Do you have an automated bookkeeping system? ☐Yes ☐No
     b. Name of system_____

56. Circulation system

    a. Does your library use an automated circulation system? ☐Yes ☐No

    b. Name of system_____

Part 9 - Circulation and Holdings

Report figures as of the last day of 2008. If the exact data are not known for any item, please estimate data and enclose in [brackets]. Estimates are very important. Enter "0" if the correct entry for an item is zero or "none." Please enter "N/A" (Not Available) if you know a particular data item is not "0", but you don't know what it is and are unable to estimate it.

Circulation

Include all outlets (central library, branches and bookmobiles).

57a.	TOTAL Circulation of All Materials	57a.
57b.	Circulation of All Children's (0-14 years) Materials .	57b.
57c.	Total In-house Usage of Materials	57c.

Selected Holdings

A **physical unit** is usually a volume, but might also be a reel, disk, cassette, etc. Items which are packaged together as a unit, e.g. two compact disks, and are generally checked out as a unit, should be counted as one physical unit. Include all outlets (central library, branches, bookmobiles).

58a.	Books	58a.
58b.	Bound (or more than ½ of volume) Serials	58b.
58.1	Print Materials (PLSC). Total of Books and bound Serials.	58.1
58c.	Video Materials	58c.
58d.	Audio Materials	58d.
58e.	Electronic Format	58e.
58f.	Electronic books (E-books)	58f.
58g.	# of Current Serial Subscriptions	58g.
58h.	# of Current Electronic Serial Subscriptions (Do NOT include INSPIRE)	58h.

Part 10 - Library Board

Library Board Members: For each current board member, provide a complete mailing address, the appointing authority, the date the board member's term expires, and the number of consecutive terms the board member has held (including the first term and this one). Officers and all members should be current as of the date the report is filled out. Include board members of county contractual libraries.

59a. President: b. First Name:	c. Middle Initial/Name
d. Last Name:	e. Home Address:
f. City:	g. Zip Code:
h, Email Address:	i. Appointing Authority
j. Term Expires	k. Number of Consecutive Terms
l. Date Initially Appointed:	

60a. President Co. Contractual: b. First Name	c. Middle Initial/Name
d. Last Name:	e. Home Address:
f. City:	g. Zip Code:
h, Email Address:	i. Appointing Authority
j. Term Expires	k. Number of Consecutive Terms
l. Date Initially Appointed:	

61a. Vice President: b. First Name:	c. Middle Initial/Name
d. Last Name:	e. Home Address:
f. City:	g. Zip Code:
h, Email Address:	i. Appointing Authority
j. Term Expires	k. Number of Consecutive Terms
l. Date Initially Appointed:	

62a. Vice Pres. Co. Contractual: b. First Name:	c. Middle Initial/Name
d. Last Name:	e. Home Address:
f. City:	g. Zip Code:
h, Email Address:	i. Appointing Authority
j. Term Expires	k. Number of Consecutive Terms
l. Date Initially Appointed:	

63a. Secretary: b. First Name:	c. Middle Initial/Name
d. Last Name:	e. Home Address:
f. City:	g. Zip Code:
h, Email Address:	i. Appointing Authority
j. Term Expires	k. Number of Consecutive Terms
l. Date Initially Appointed:	

64a. Sec. Co. Contractual: b. First Name	c. Middle Initial/Name
d. Last Name:	e. Home Address:
f. City:	g. Zip Code:
h, Email Address:	i. Appointing Authority
j. Term Expires	k. Number of Consecutive Terms
l. Date Initially Appointed:	

65a. Treasurer: b. First Name: _____ c. Middle Initial/Name_____
d. Last Name: _____ e. Home Address: _____
f. City: _____ g. Zip Code: _____
h, Email Address: _____ i. Appointing Authority _____
j. Term Expires _____ k. Number of Consecutive Terms _____
l. Date Initially Appointed: _____

66a. Treas. Co. Contractual: First Name: _____ c. Middle Initial/Name_____
d. Last Name: _____ e. Home Address: _____
f. City: _____ g. Zip Code: _____
h, Email Address: _____ i. Appointing Authority _____
j. Term Expires _____ k. Number of Consecutive Terms _____
l. Date Initially Appointed: _____

67a. Member: b. First Name: _____ c. Middle Initial/ Name_____
d. Last Name: _____ e. Home Address: _____
f. City: _____ g. Zip Code: _____
h, Email Address: _____ i. Appointing Authority _____
j. Term Expires _____ k. Number of Consecutive Terms _____
l. Date Initially Appointed: _____

68a. Member: b. First Name: _____ c. Middle Initial/Name_____
d. Last Name: _____ e. Home Address: _____
f. City: _____ g. Zip Code: _____
h, Email Address: _____ i. Appointing Authority _____
j. Term Expires _____ k. Number of Consecutive Terms _____
l. Date Initially Appointed: _____

69a. Member: b. First Name: _____ c. Middle Initial/Name_____
d. Last Name: _____ e. Home Address: _____
f. City: _____ g. Zip Code: _____
h, Email Address: _____ i. Appointing Authority _____
j. Term Expires _____ k. Number of Consecutive Terms _____
l. Date Initially Appointed: _____

70a. Member: b. First Name: _____ c. Middle Initial/Name_____
d. Last Name: _____ e. Home Address: _____
f. City: _____ g. Zip Code: _____
h, Email Address: _____ i. Appointing Authority _____
j. Term Expires _____ k. Number of Consecutive Terms _____
l. Date Initially Appointed: _____

71a. Member: b. First Name: _____ c. Middle Initial/Name_____
d. Last Name: _____ e. Home Address: _____
f. City: _____ g. Zip Code: _____
h, Email Address: _____ i. Appointing Authority _____
j. Term Expires _____ k. Number of Consecutive Terms _____
l. Date Initially Appointed: _____

72a. Member: b. First Name: _____   c. Middle Initial/Name_____

d. Last Name: _____   e. Home Address: _____

f. City: _____   g. Zip Code: _____

h, Email Address: _____   i. Appointing Authority _____

j. Term Expires _____   k. Number of Consecutive Terms _____

l. Date Initially Appointed: _____

73a. Member: b. First Name: _____   c. Middle Initial/Name _____

d. Last Name: _____   e. Home Address: _____

f. City: _____   g. Zip Code: _____

h, Email Address: _____   i. Appointing Authority _____

j. Term Expires _____   k. Number of Consecutive Terms _____

l. Date Initially Appointed: _____

Part 11 - Salary Section

Job Category	Col. A Minimum Hourly Rate	Col. B Maximum Hourly Rate
74. Director: (Answer with annual salary for director only) Does the director have a contract? YES☐ NO☐	$	$
75. Assistant/Associate Director:	$.	$.
76. Department Head or Supervisor:	$.	$.
77. Branch Head:	$.	$.
78. Administrative Assistant:	$.	$.
79. Automation/Network/System Manager:	$.	$.
80. Business Manager:	$.	$.
81. Cataloging or Technical Services Librarian:	$.	$.
82. Children's Librarian:	$.	$.
83. General Reference or Adult Librarian:	$.	$.
84. Young Adult Librarian:	$.	$.
85. Circulation Librarian:	$.	$.
86. Indiana History, Local History or Genealogy Librarian:	$.	$.

Job Category	Minimum Hourly Rate	Maximum Hourly Rate
87. Audio-Visual Librarian:	$.	$.
88. Specialist (Professional):	$.	$.
89. Library Assistant:	$.	$.
90. Bookkeeper or Treasurer:	$.	$.
91. Secretary or Receptionist:	$.	$.
92. Library Technicians (including Computer):	$.	$.
93. Clerical or Aide:	$.	$.
94. Maintenance, Custodian, Janitor, Housekeeper, or Security:	$.	$.
95. Bookmobile Driver:	$.	$.
96. Messenger:	$.	$.
97. Page or Student Assistant:	$.	$.
98. Substitute:	$.	$.
99. Other 1: (specify)	$.	$.
100. Other 2: (specify)	$.	$.

Employee Fringe Benefit Information

	Full Time Employees	Part Time Employees
101. PERF		
102. Deferred Compensation		
103a-b. Health Insurance		
103c-d. Health Savings Account (HSA)		
104. Dental Insurance		
105. Life Insurance		
106. Vision Insurance		
107. Disability		
108a-b. Paid time off for continuing education		
108c-d. Reimbursement for continuing education		
109. Other 1.(specify)		
110. Other 2. (specify)		

Paid days off per year

	Full Time Librarian	Part Time Librarian	Full Time Support Staff	Part Time Support Staff
111. Number of Vacation Days)				
112. Number of Sick Days				
113. Number of Personal Days				
114. Holidays				
115. Funeral/Bereavement				
116. Other Days				

Part 12 – PLAC Loans
- ## If you made No PLAC loans, enter "0" in 117a.

117a.

Library Name	City	# of PLAC Loans
Adams Public Library District	Decatur	_____ 117bb
Akron Carnegie Public Library	Akron	_____ 117b.
Alexandria-Monroe Public Library	Alexandria	_____ 117c.
Alexandrian Public Library	Mount Vernon	_____ 117d.
Allen County Public Library	Fort Wayne	_____ 117e.
Anderson Public Library	Anderson	_____ 117f.
Andrews Dallas Township Public Library	Andrews	_____ 117g.
Argos Public Library	Argos	_____ 117h.
Attica Public Library	Attica	_____ 117i.
Aurora Public Library District	Aurora	_____ 117j.
Avon Washington Township Public Library	Avon	_____ 117k.
Bartholomew County Public Library	Columbus	_____ 117l.
Barton Rees Pogue Memorial Public Library	Upland	_____ 117m.
Batesville Memorial Public Library	Batesville	_____ 117n.
Bedford Public Library	Bedford	_____ 117o.
Beech Grove Public Library	Beech Grove	_____ 117p.
Bell Memorial Public Library	Mentone	_____ 117q.
Benton County Public Library	Fowler	_____ 117r.
Berne Public Library	Berne	_____ 117s.
Bicknell-Vigo Township Public Library	Bicknell	_____ 117t.
Bloomfield-Eastern Greene County Public Library	Bloomfield	_____ 117u.
Boonville-Warrick County Public Library	Boonville	_____ 117v.
Boswell-Grant Township Public Library	Boswell	_____ 117w.
Bourbon Public Library	Bourbon	_____ 117x.
Brazil Public Library	Brazil	_____ 117y.
Bremen Public Library	Bremen	_____ 117z.
Bristol-Washington Township Public Library	Bristol	_____ 117aa.
Brook-Iroquois-Washington Public Library	Brook	_____ 117ab.
Brookston-Prairie Township Public Library	Brookston	_____ 117ac.
Brown County Public Library	Nashville	_____ 117ad.
Brownsburg Public Library	Brownsburg	_____ 117ae.
Brownstown Public Library	Brownstown	_____ 117af.
Butler Public Library	Butler	_____ 117ag.
Cambridge City Public Library	Cambridge City	_____ 117ah.
Camden-Jackson Township Public Library	Camden	_____ 117ai.
Cannelton Public Library	Cannelton	_____ 117aj.
Carmel Clay Public Library	Carmel	_____ 117ak.
Carnegie Public Library of Steuben County	Angola	_____ 117al.
Centerville-Center Township Public Library	Centerville	_____ 117am.
Charlestown Clark County Public Library	Charlestown	_____ 117an.
Churubusco Public Library	Churubusco	_____ 117ao.
Clayton-Liberty Township Public Library	Clayton	_____ 117ap.
Clinton Public Library	Clinton	_____ 117aq.
Coatesville-Clay Township Public Library	Coatesville	_____ 117ar.
Colfax-Perry Township Public Library	Colfax	_____ 117as.
Converse-Jackson Township Public Library	Converse	_____ 117at.
Covington-Veedersburg Public Library	Covington	_____ 117au.

Crawford County Public Library	English	_____117av.
Crawfordsville District Public Library	Crawfordsville	_____117aw.
Crown Point Community Public Library	Crown Point	_____117ax.
Culver-Union Township Public Library	Culver	_____117ay.
Danville-Center Township Public Library	Danville	_____117az.
Darlington Public Library	Darlington	_____117ba.
Delphi Public Library	Delphi	_____117bc.
Dublin Public Library	Dublin	_____117bd.
Dunkirk Public Library	Dunkirk	_____117be.
Earl Park Public Library	Earl Park	_____117bf.
East Chicago Public Library	East Chicago	_____117bg.
Eckhart Public Library	Auburn	_____117bh.
Edinburgh Wright-Hageman Public Library	Edinburgh	_____117bi.
Elkhart Public Library	Elkhart	_____117bj.
Evansville-Vanderburgh Public Library	Evansville	_____117bk.
Fairmount Public Library	Fairmount	_____117bl.
Farmland Public Library	Farmland	_____117bm.
Fayette County Public Library	Connersville	_____117bn.
Flora-Monroe Township Public Library	Flora	_____117bo.
Fort Branch Johnson Township Public Library	Fort Branch	_____117bp.
Fortville-Vernon Township Public Library	Fortville	_____117bq.
Francesville-Salem Township Public Library	Francesville	_____117br.
Frankfort-Clinton County Contractual Public Library	Frankfort	_____117bs.
Franklin County Public Library District	Brookville	117hx.
Fremont Public Library	Fremont	_____117bt.
Fulton County Public Library	Rochester	_____117bu.
Garrett Public Library	Garrett	_____117bv.
Gary Public Library	Gary	_____117bw.
Gas City-Mill Township Public Library	Gas City	_____117bx.
Goodland & Grant Township Public Library	Goodland	_____117bz.
Goshen Public Library	Goshen	_____117ca.
Greensburg-Decatur County Contractual Public Library	Greensburg	_____117cb.
Greentown & Eastern Howard School Public Library	Greentown	_____117cc.
Greenwood Public Library	Greenwood	_____117cd.
Hagerstown-Jefferson Township Public Library	Hagerstown	_____117ce.
Hamilton East Public Library	Noblesville	_____117cf.
Hamilton North Public Library	Cicero	_____117cg.
Hammond Public Library	Hammond	_____117ch.
Hancock County Public Library	Greenfield	_____117ci.
Harrison County Public Library	Corydon	_____117cj.
Hartford City Public Library	Hartford City	_____117ck.
Henry Henley Public Library	Carthage	_____117cl.
Huntingburg Public Library	Huntingburg	_____117cm.
Huntington City-Township Public Library	Huntington	_____117cn.
Hussey-Mayfield Memorial Public Library	Zionsville	_____117co.
Indianapolis-Marion County Public Library	Indianapolis	_____117cp.
Jackson County Public Library	Seymour	_____117cq.
Jasonville Public Library	Jasonville	_____117cr.
Jasper County Public Library	Rensselaer	_____117cs.
Jasper Dubois County Contractual Public Library	Jasper	_____117ct.
Jay County Public Library	Portland	_____117cu.
Jeffersonville Township Public Library	Jeffersonville	_____117cv.
Jennings County Public Library	North Vernon	_____117cw.
Johnson County Public Library	Franklin	_____117cx.
Jonesboro Public Library	Jonesboro	_____117cy.

Library	Location		Code
Joyce Public Library	Orland	_____	117cz.
Kendallville Public Library	Kendallville	_____	117da.
Kentland-Jefferson Township Public Library	Kentland	_____	117db.
Kewanna-Union Township Public Library	Kewanna	_____	117dc.
Kingman-Millcreek Public Library	Kingman	_____	117dd.
Kirklin Public Library	Kirklin	_____	117de.
Knightstown Public Library	Knightstown	_____	117df.
Knox County Public Library	Vincennes	_____	117dg.
Kokomo-Howard County Public Library	Kokomo	_____	117dh.
La Crosse Public Library	La Crosse	_____	117di.
La Grange County Public Library	La Grange	_____	117dj.
La Porte County Public Library	La Porte	_____	117dk.
Ladoga-Clark Township Public Library	Ladoga	_____	117dl.
Lake County Public Library	Merrillville	_____	117dm.
Lawrenceburg Public Library	Lawrenceburg	_____	117dn.
Lebanon Public Library	Lebanon	_____	117do.
Ligonier Public Library	Ligonier	_____	117dp.
Lincoln Heritage Public Library	Dale	_____	117dq.
Linden Carnegie Public Library	Linden	_____	117dr.
Linton Public Library	Linton	_____	117ds.
Logansport-Cass County Public Library	Logansport	_____	117dt.
Loogootee Public Library	Loogootee	_____	117du.
Lowell Public Library	Lowell	_____	117dv.
Madison-Jefferson County Public Library	Madison	_____	117dw.
Marion Public Library	Marion	_____	117dx.
Matthews Public Library	Matthews	_____	117dy.
Melton Public Library	French Lick	_____	117dz.
Michigan City Public Library	Michigan City	_____	117ea.
Middlebury Community Library	Middlebury	_____	117eb.
Middletown Fall Creek Township Public Library	Middletown	_____	117ec.
Milford Public Library	Milford	_____	117ed.
Mishawaka-Penn-Harris Public Library	Mishawaka	_____	117ee.
Mitchell Community Public Library	Mitchell	_____	117ef.
Monon Town & Township Public Library	Monon	_____	117eg.
Monroe County Public Library	Bloomington	_____	117eh.
Monterey-Tippecanoe Township Public Library	Monterey	_____	117ei.
Montezuma Public Library	Montezuma	_____	117ej.
Monticello-Union Township Public Library	Monticello	_____	117ek.
Montpelier-Harrison Township Public Library	Montpelier	_____	117el.
Mooresville Public Library	Mooresville	_____	117em.
Morgan County Public Library	Martinsville	_____	117en.
Morrisson-Reeves Library	Richmond	_____	117eo.
Muncie Center Township Public Library	Muncie	_____	117ep.
Nappanee Public Library	Nappanee	_____	117eq.
New Albany-Floyd County Public Library	New Albany	_____	117er.
New Carlisle & Olive Township Public Library	New Carlisle	_____	117es.
New Castle-Henry County Public Library	New Castle	_____	117et.
New Harmony Workingmen's Institute	New Harmony	_____	117eu.
Newton County Public Library	Lake Village	_____	117ew.
Noble County Public Library	Albion	_____	117ex.
North Judson-Wayne Township Public Library	North Judson	_____	117ey.
North Madison County Public Library System	Elwood	_____	117ez.
North Manchester Public Library	North Manchester	_____	117fa.
North Webster Community Public Library	North Webster	_____	117fb.
Oakland City-Columbia Township Public Library	Oakland City	_____	117fc.

Odon Winkelpleck Public Library	Odon	_____117fd.
Ohio County Public Library	Rising Sun	_____117fe.
Ohio Township Public Library System	Newburgh	_____117ff.
Orleans Town & Township Public Library	Orleans	_____117fg.
Osgood Public Library	Osgood	_____117fh.
Otterbein Public Library	Otterbein	_____117fi.
Owen County Public Library	Spencer	_____117fj.
Owensville Carnegie Public Library	Owensville	_____117fk.
Oxford Public Library	Oxford	_____117fl.
Paoli Public Library	Paoli	_____117fm.
Peabody Public Library	Columbia City	_____117fn.
Pendleton Community Public Library	Pendleton	_____117fo.
Penn Township Public Library	Pennville	_____117fp.
Peru Public Library	Peru	_____117fq.
Pierceton & Washington Township Public Library	Pierceton	_____117fr.
Pike County Public Library	Petersburg	_____117fs.
Plainfield-Guilford Township Public Library	Plainfield	_____117ft.
Plymouth Public Library	Plymouth	_____117fu.
Porter County Public Library System	Valparaiso	_____117fv.
Poseyville Carnegie Public Library	Poseyville	_____117fw.
Princeton Public Library	Princeton	_____117fx.
Pulaski County Public Library	Winamac	_____117fy.
Putnam County Public Library	Greencastle	_____117fz.
Remington-Carpenter Township Public Library	Remington	_____117ga.
Ridgeville Public Library	Ridgeville	_____117gb.
Roachdale-Franklin Township Public Library	Roachdale	_____117gc.
Roann-Paw Paw Township Public Library	Roann	_____117gd.
Roanoke Public Library	Roanoke	_____117ge.
Rockville Public Library	Rockville	_____117gf.
Royal Center-Boone Township Public Library	Royal Center	_____117gg.
Rushville Public Library	Rushville	_____117gh.
Salem-Washington Township Public Library	Salem	_____117gi.
Scott County Public Library	Scottsburg	_____117gj.
Shelbyville-Shelby County Public Library	Shelbyville	_____117gk.
Sheridan Public Library	Sheridan	_____117gl.
Shoals Public Library	Shoals	_____117gm.
South Whitley-Cleveland Township Public Library	South Whitley	_____117gn.
Speedway Public Library	Speedway	_____117go.
Spencer County Public Library	Rockport	_____117gp.
Spiceland Town-Township Public Library	Spiceland	_____117gq.
St Joseph County Public Library	South Bend	_____117gr.
Starke County Public Library System	Knox	_____117gs.
Sullivan County Public Library	Sullivan	_____117gt.
Swayzee Public Library	Swayzee	_____117gu.
Switzerland County Public Library	Vevay	_____117gv.
Syracuse-Turkey Creek Township Public Library	Syracuse	_____117gw.
Tell City-Perry County Public Library	Tell City	_____117gx.
Thorntown Public Library	Thorntown	_____117gy.
Tippecanoe County Public Library	Lafayette	_____117gz.
Tipton County Public Library	Tipton	_____117ha.
Tyson Library Association, Inc	Versailles	_____117hb.
Union City Public Library	Union City	_____117hc.
Union County Public Library	Liberty	_____117hd.
Van Buren Public Library	Van Buren	_____117he.
Vermillion County Library	Newport	_____117ev.

Part 13 –Statement of Compliance with Standards for Public Libraries

118.   Is your library in compliance with
        118a. IC 36-12, Indiana Public Library Law?   Yes☐ No☐
        118b. IC 4-23-7 and IC 4-23-7.1, Indiana Library and Historical
        Department Law?   Yes☐ No☐
        118c. IC 36-12-1-12, requiring an Internet usage and computer network
        policy that is reviewed annually? Yes☐ No☐
        118d. IC 36-12-2-25c, requiring a minimum fee for a nonresident card?
        Yes☐ No☐
119.   Does your library comply with federal laws affecting employment practice
        and facilities management? Yes☐ No☐
120.   Is your library board governed by written bylaws that outline its purpose
        and operational procedures? Yes☐ No☐
121.   Does your library have a written long-range plan of service for two (2) to
        five (5), including a statement of community needs, goals, measurable
        objectives, and a method for periodic review and evaluation? Yes☐ No☐
122.   Does your library have a current written 3-year technology plan? Yes☐
        No☐
123.   Has your library board adopted a written collection development policy
        and principles of access to all library materials and services? Yes☐ No☐

124. Does the library board maintain separate functions from the director, with the board being responsible for governance and the director being responsible for administration? Yes☐ No☐
125. Do all the library trustees follow the principles discussed in *IN the Public Trust*? Yes☐ No☐
126. Is your library director:
    126a. Full-time? Yes☐ No☐
    126b. Holds the appropriate certificate required by the Indiana public library certification laws? Yes☐ No☐
127. Does your library board classify employees, adopt schedules of salaries, and prescribe duties of employees, all with the advice and recommendations of the library director? Yes☐ No☐
128. Does your library have written personnel policies and procedures that address the following: employment practices, personnel actions, salary administration, employee benefits, conditions or work and leave? Yes☐ No☐
129. Does the library support continuing education for staff and trustees? Yes☐ No☐
130. Are library facilities, including central buildings and branches, in compliance with local, state and federal building and health and safety codes? Yes☐ No☐
131. Does the library comply with provisions of the federal Americans with Disabilities Act to make its services available to everyone? Yes☐ No☐
132. What hours of service does your library system provide:
    132a. 20 hours a week, 1 evening and some hours on a weekend day Yes☐ No☐ Not Applicable☐
    132b. 45 hours a week, 2 evenings and 1 weekend day? Yes☐ No☐ Not Applicable☐
    132c. 55 hours a week, 3 evenings and 1 weekend day? Yes☐ No☐ Not Applicable☐
133. Does your library provide the following minimum services?
    133a. Acquisition, organization and loan of materials? Yes☐ No☐
    133b. Availability of general collections to the public at all times the library is open? Yes☐ No☐
    133c. A telephone listed in the library's name? Yes☐ No☐
    133d. Interlibrary loan free of charge? Yes☐ No☐
134. Is your library a member of INCOLSA? Yes☐ No☐
135. Does your library provide the following services?
    135a. Reference services? Yes☐ No☐
    135b. Children's services? Yes☐ No☐
    135c. Library sponsored programming? Yes☐ No☐
    135d. Audiovisual services? Yes☐ No☐
    135e. Special services? Yes☐ No☐
136. Does your library inform the public of services available and encourage use of these services? Yes☐ No☐
137. Does your library provide at least a base level of technology consisting of a computer, fax, printer, and software? Yes☐ No☐

Part 14 – Statement of Intent to Comply with Standards

138. Details for "No" answers in part 13, Statement of Compliance with Standards.

Supplement questions

What services does your library offer from this list?

139a. **Computer Classes**? ☐ Yes ☐ No
139b. If yes, are they free to the public? ☐ Yes ☐ No
139c. If not free, what do you charge? $_____

140a. **Faxing?** ☐ Yes ☐ No
140b. If yes, is it free to the public? ☐ Yes ☐ No
140c. If not free, what do you charge? $_____

141a. **Services specific to homeschoolers?** ☐ Yes ☐ No ☐ Don't know
141b. Programs? ☐ Yes ☐ No
141c. Special collection? ☐ Yes ☐ No
141d. Special circulation due dates? ☐ Yes ☐ No
141e. Computer lab? ☐ Yes ☐ No
141f. Please list other:

_____
_____

142a. **Notary public** ☐ Yes ☐ No
142b. If yes, is it free to the public? ☐ Yes ☐ No
142c. If not free, what do you charge? $_____

143a. **Literacy services?** ☐ Yes ☐ No
143b. If yes, please list:

_____
_____

Online services?
144a. Is your library catalog available on the web? ☐ Yes ☐ No

145a. **Proctoring** ☐ Yes ☐ No
145b. If yes, is it free to the public? ☐ Yes ☐ No
145c. If not free, what do you charge? $_____

State services
146a. Do you provide dedicated computers to assist with accessing state services?
　　　　☐ Yes ☐ No
146b. Do you provide assistance with accessing or applying for state services?
　　　　☐ Yes ☐ No

147a. **Meeting room space?** ☐ Yes ☐ No
147b. If yes, do you charge not-for-profits? ☐ Yes ☐ No
147c. If not free for not-for-profits, what do you charge? $_____
147d. If yes, do you charge for-profit companies ☐ Yes ☐ No
147e. If not free for for-profit companies, what do you charge? $_____

Materials Circulation by Media (Include all age group materials) (DO NOT INCLUDE EQUIPMENT or COMPUTER USAGE)

148a. Number of items circulated: audio (include cds, cassettes, and other related) _____
_____

148b. Number of items circulated: video (include DVDs, video cassettes, and other related) _____

148c. Number of items circulated: books _____

148d. Number of items circulated: magazines _____

148e. Number of items circulated: other_____

148f. List categories in "other" _____ , _____
_____ , _____ , _____

Foundation and Endowment

149a. Does your library have a Foundation? ☐ Yes ☐ No
149b. Does your library have an endowment? ☐ Yes ☐ No

Internet usage measures (please supply whatever count is available or answer not applicable)

150a. Total # of hits on all web pages in your domain _____ AND/OR
150b. Total # of hits on your home page_____ AND/OR
150c. Total # of hits on your public access catalog_____

Library funding

151a. Has your library bought anything using the Indiana state Quantity Purchase Agreement (QPA)? ☐ Yes ☐ No

151b. Has your library received your pay 2009 16-line statement or fund report? ☐ Yes ☐ No. **If yes, please fax a copy to the Library Development Office at 317-232-0002**

151c. Has your library attempted a bond issue in the last 2 years? ☐ Yes ☐ No

151d. Has your library been involved with a remonstrance in the last 2 years? ☐ Yes ☐ No

Cooperation/partnering with another public library or agency in Indiana

152a. Cataloging service or staff member? ☐ Yes ☐ No
152b. Continuing education/staff in-service? ☐ Yes ☐ No
152c. Cooperative purchasing? ☐ Yes ☐ No
152d. Financial services (either company or staff person)? ☐ Yes ☐ No
152e. Grant applications (foundation or other)? ☐ Yes ☐ No
152f. Local consortium (NEILSC, LSC or other)? ☐ Yes ☐ No
152g. Public library program costs (speaker, materials, advertising, etc)? ☐ Yes ☐ No
152h. Public and school library collaborations (programs, automation, etc.)? ☐ Yes ☐ No
152i. Publication/database subscriptions? ☐ Yes ☐ No
152j. Has your library signed the Statewide reciprocal borrowing agreement? ☐ Yes ☐ No
152k. Has your library signed a local reciprocal borrowing agreement? ☐ Yes ☐ No
152l. If your library has signed a local reciprocal borrowing agreement, name the other library(ies) _____
_____

152m. Shared automation system? ☐ Yes ☐ No

152n. Shared catalog? ☐ Yes ☐ No

152o. Shared equipment? ☐Yes ☐ No

152p. Shared/rotation material collections? ☐ Yes ☐No

152q. Shared web page? ☐ Yes ☐ No

152r. Technology consortium (NICCL or other)? ☐ Yes ☐ No

152s.Other _____

_____

Database Usage Measures (this counts the number of times patrons access library Information databases)

153a. Names of databases to which you subscribe (exclude INSPIRE): (use additional paper if needed) or ☐Not Applicable_____

_____

_____

153b. # hits on databases to which you subscribe (exclude INSPIRE): _____
or ☐ Not Applicable

153c. Subject(s) of databases which you produced and own: (use additional paper if needed) _____
_____ or ☐Not Applicable

153d. # of hits on databases which you produced and own: _____
or ☐ Not Applicable

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